How to connect to the Project Server in Windows 10

1. Click in the “Search the web and Windows” area in the lower left-hand corner.

2. Type Settings and click on the top option Settings.

3. In the top Right-hand corner of the Settings window type Desktop Icons. Then click on Show or hide common icons on the desktop.
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4. You will need to check Computer under Desktop icons and select OK.

5. Open This PC on your desktop.

6. Select Computer on the top-left portion of the This PC window.
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7. Select Map network drive.

8. Select “Connect to a Web site that you can use to store your documents and pictures”.

9. Select Next.
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10. Select “Choose a custom network location”. Then Select Next.

11. Under the “Internet or network address:” type **https://sra.sadp.ku.edu/sadpprojects**. Then select Next.
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12. Type your KU Username and password (same used to check your email). Check Remember my credentials.

13. Type Project Server and select Next.
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If you need to access the project server you can open This PC on your desktop and select Project Server under Network locations.