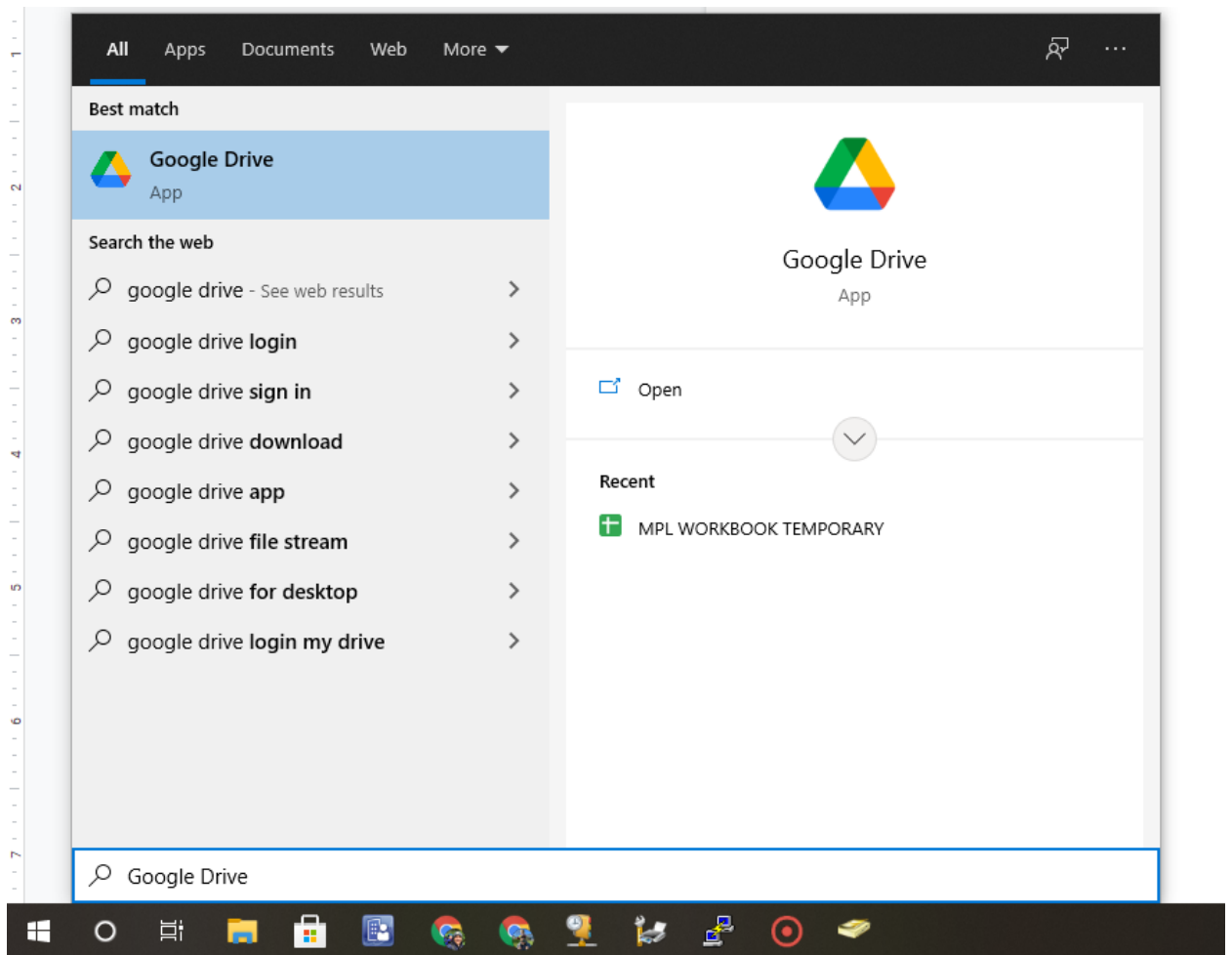


**If you lose access to your “G Drive”, please follow the steps below:**

1. Click on the windows logo on the bottom left of your screen and type in “Google Drive”.



2. Open the suggested Application, Google Drive.
3. A new file explorer window may open, and the issue should be resolved. If using Wincap, you might need to restart your Wincap session in order for the G Drive to become visible.
4. If this does not work, please reboot your computer and then try to access your G Drive.