To Access your Spreadsheet Folder:

- You will need to map a network drive
- To do this, go to the My Computer icon on your desktop and right-click on it
- From the dropdown menu, choose Map Network Drive...
- Pick a drive letter that is not associated with anything else
- Type in `\\Whale\Sponsored Pgms & Grants` in the Folder field
- Make sure Reconnect at logon is checked; then click Finish
- You may need to reboot your computer to be able to access the drive