Open File Explorer

Navigate to the folder the new hire will need access to

At the top in the URL area, highlight the URL and copy/paste into the text box

📁 « 01 New K Drive > Finance & Administrative Support > Information Technology Services > ITS PUBLIC >

Use a comma to separate each item

To find the Software Center

Select the windows button in the lower left-hand corner
Type Software Center
In the pop-up window, select Software Center