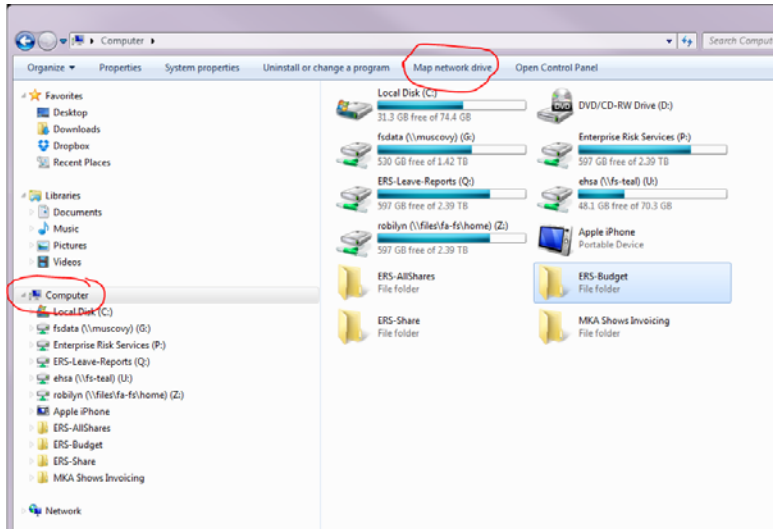


How to: Map a Network Drive*

1. Open **Windows** (the file folder icon ).

2. Click on **Computer**, then on **Map network drive**:

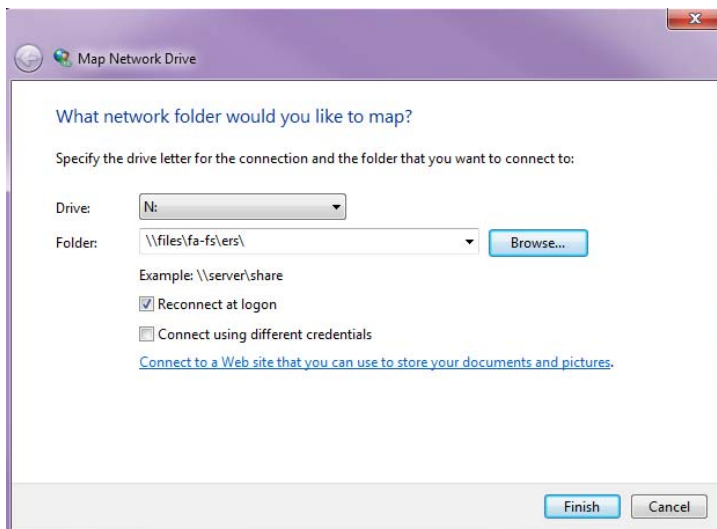


3. From the drop-down **Drive** box, select any available Letter,

In the **Folder** box, type-in, or browse to, the server path [example: `\\files\fa-fs\ers`].

Check the **Reconnect at logon** box.

Click the **Finish** button.



* What 'mapping a network drive' does: It saves a shortcut (or a map) to a specific location (file, folder, sub-folders) on the server. You are not creating any additional files, or a new location on the server; it is merely a quick way to get to the files. You can **map** to as many files or folders on the server as you need to (eg., folders you access every day, or folders you can never remember how to get to), at any level of the file structure. There is no requirement to select a specific drive letter, but it is a good practice if everyone consistently uses the same letter to refer to the major share drive folders. Frequently, the network administrator will take the decision out of the users hands and map a drive for everyone, (for example: Campus Ops used the letter G).