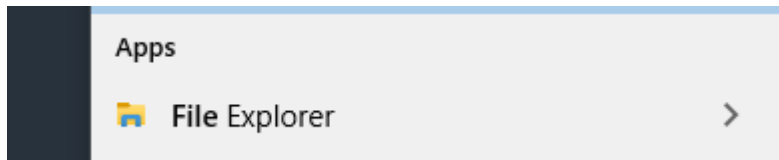


## Map your Departmental (Shared) Drive in Windows

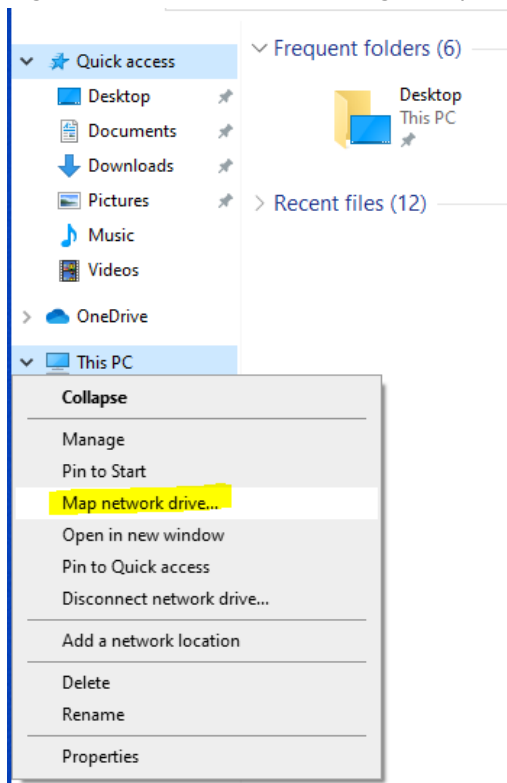
Stephanie Obodda - 2022-10-14 - Comments (0) - Campus File Storage

Before attempting to map your Shared Drive onto your computer, first try connecting to the Drive using [Departmental File Services for Windows](#). If you need to map the drive manually after attempting this, follow these instructions:

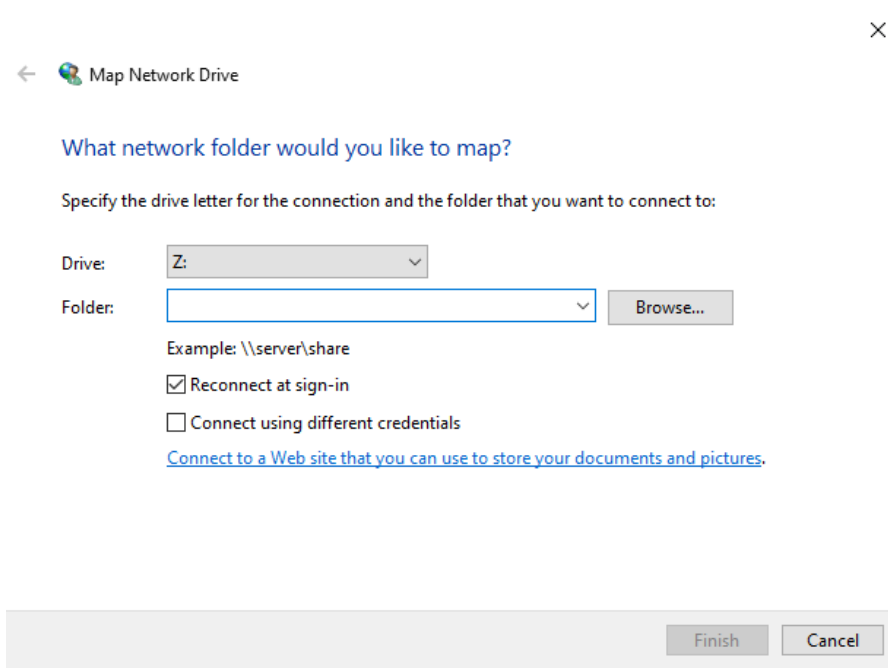
1. Go to your Start Menu and type "File Explorer" and select "File Explorer" from the menu.



2. Right Click "This PC" in the navigation panel and select "Map Network Drive"



3. Select a Drive Location letter that is not already filled (at your preference) in "Drive" and in "Folder," insert the System Path of your Departmental Shared Drive.



### **If you do not know your Departmental Shared Drive's System Path:**

1. Ask a colleague.
2. Refer to any documentation you have regarding the nature of the drive share.
3. Ask your ITSC/DCC