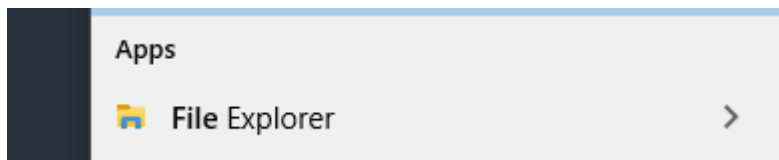


Map your Departmental (Shared) Drive in Windows

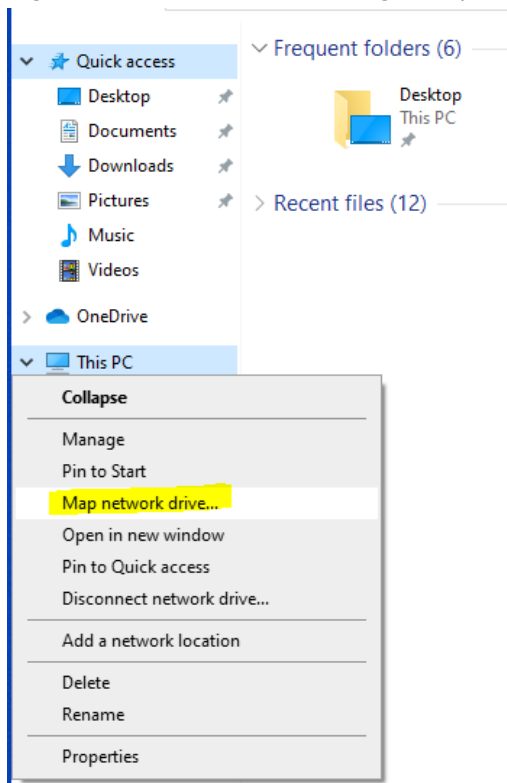
Stephanie Obodda - 2022-10-14 - Comments (0) - Campus File Storage

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:

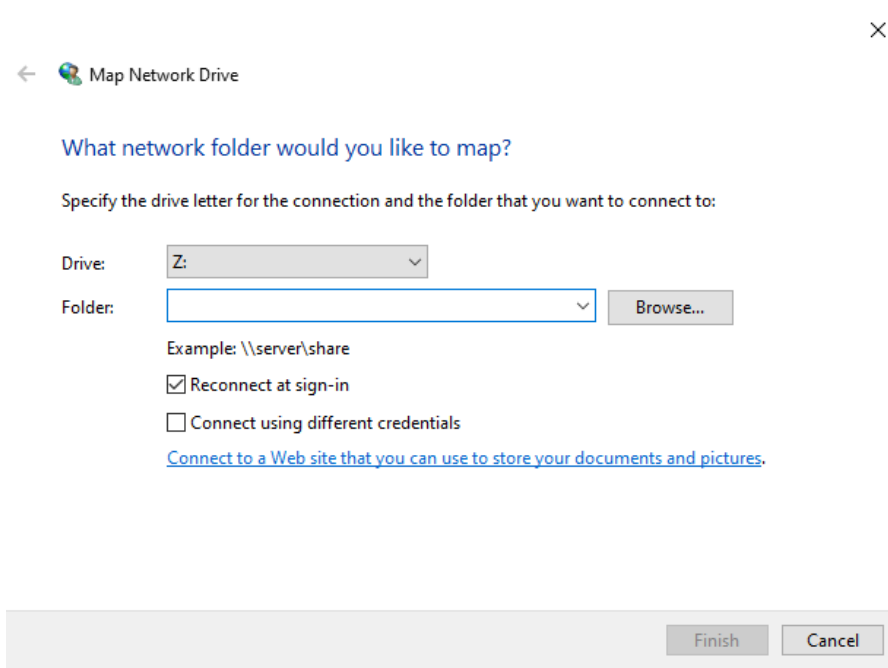
1. Go to your Start Menu and type "File Explorer" and select "File Explorer" from the menu.



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.



The image shows a Windows 'Map Network Drive' dialog box. At the top, there is a back arrow, a globe icon, and the title 'Map Network Drive'. A close button (X) is in the top right corner. The main text asks 'What network folder would you like to map?'. Below this, it says 'Specify the drive letter for the connection and the folder that you want to connect to:'. There are two input fields: 'Drive:' with a dropdown menu showing 'Z:' and a small downward arrow, and 'Folder:' with an empty text box and a small downward arrow. To the right of the 'Folder:' field is a 'Browse...' button. Below the 'Folder:' field, there is an example path: 'Example: \\server\share'. There are two checkboxes: 'Reconnect at sign-in' which is checked, and 'Connect using different credentials' which is unchecked. Below the checkboxes is a blue hyperlink: 'Connect to a Web site that you can use to store your documents and pictures.'. At the bottom right, there are two buttons: 'Finish' and 'Cancel'.

← Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: Z: ▼

Folder: ▼ Browse...

Example: \\server\share

☒ Reconnect at sign-in

☐ Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

Finish Cancel

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