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Map your Departmental (Shared) Drive in Windows

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Before attempting to map your Shared Drive onto your computer, first try connecting to the Drive using <u>Departmental File Services for Windows</u>. 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.

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|---|---------------------|--|---|--|
| ÷ | S Map Network Drive | | | |
| | What netv | vork folder would you like to map? | | |
| | Specify the d | rive 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. | | |
| | | | | |
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| | | | | |
| | | 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