How to Map a Network Drive

1. Click on the "Computer" (Windows 7) or My Computer (Windows XP) icon.

2. Click the Map network drive button in the Computer window.

3. Type in the share location provided by IT or your work group.
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4. Make sure to check the Reconnect at logon button.

![Example: Reconnect at logon]

5. Click the Finish button.

![Finish button image]