## 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.

Computer >	← ← Search Computer
<u>File Edit View T</u> ools <u>H</u> elp	
Organize 🔻 System properties	Uninstall or change a program Map network drive Open

3. Type in the share location provided by IT or your work group.

	etwork folder would you like to map? e drive letter for the connection and the folder that you want to connect to:
Drive: Folder:	X:   \\trshare\AcademicDivision\$\curriculum\archives   Browse   Example: \\server\share   Reconnect at logon   Connect using different credentials   Connect to a Web site that you can use to store your documents and pictures.



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4. Make sure to check the Reconnect at logon button.

Example: \\server\share	
Reconnect at logon	
Connect using different credentials	
Connect to a Web site that you can use to	0 5

5. Click the Finish button.

Finish	Cancel
	Finish

