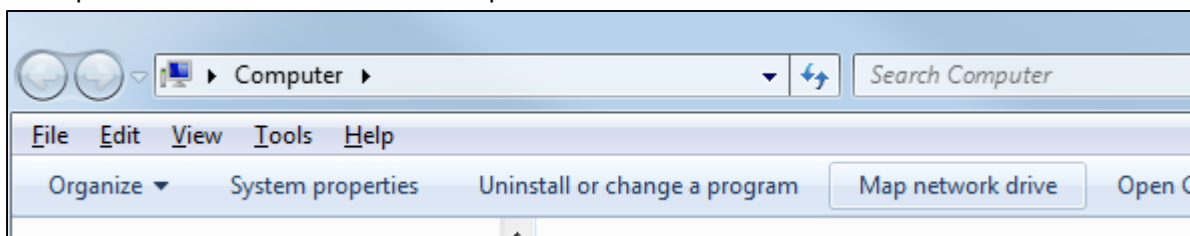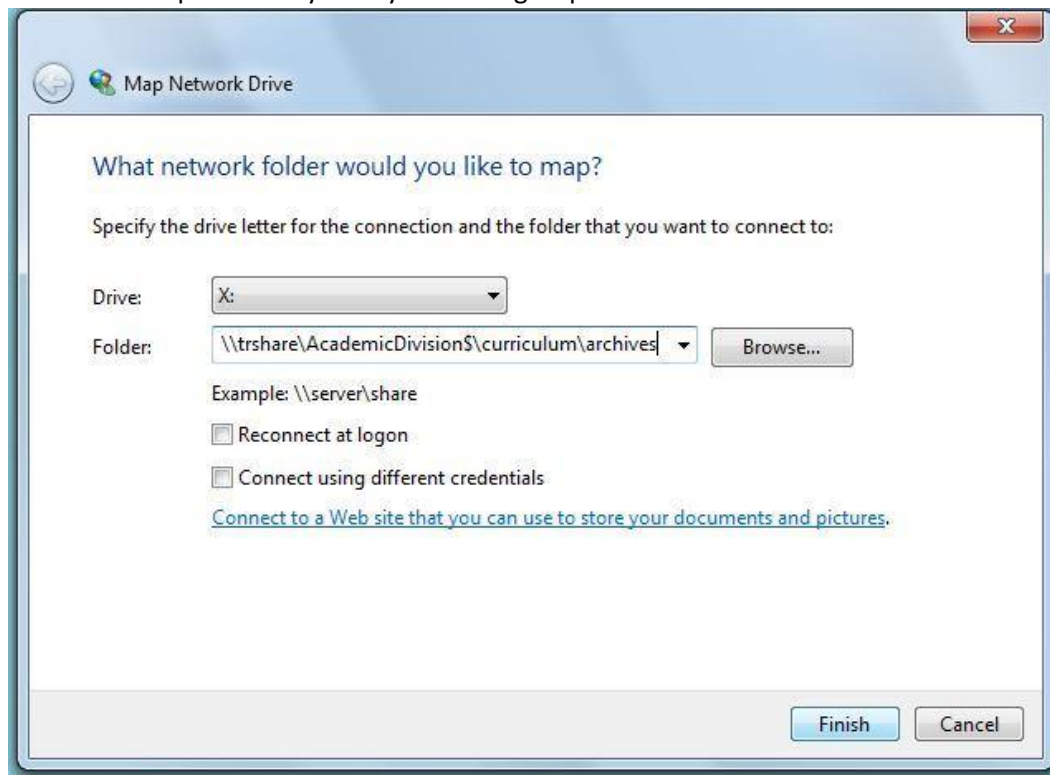# How to Map a Network Drive

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

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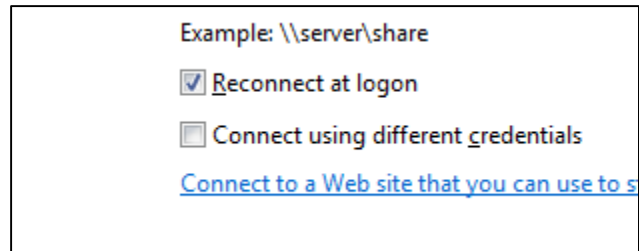

3. Type in the share location provided by IT or your work group.

How to Map a Network Drive

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 s

5. Click the Finish button.

[Finish] [Cancel]