Before you begin, you will need to know the network path of the directory you want to map to.

In the bottom left hand corner, click on the Start button

Right click on your computer name and click on ‘Map network drive...’

**Drive:** If this is the first time you are mapping to the drive, choose a drive (it does not matter which one you choose the first time)

If you are re-mapping to the drive, use the drop down and choose the same one

**Folder:** Begin typing in the server name and folder like: `\server_name\folder\` at this point you can click on the ‘Browse’ button to find the correct sub-folder

If you are re-mapping, you can click on the drop down to look for the drive. If it is not there, type in the `\server_name\folder\` and click on the ‘Browse’ button
Mapping a Network Drive

Navigate to the folder you need to connect to then click on ‘OK’

Once you have the correct Drive and Folder information, click on ‘Finish’ to connect.
Note: make sure the ‘Reconnect at logon’ box is checked
Mapping a Network Drive

Once your computer successfully connects to the web server, a new Windows Explorer window will open with directory contents.

You can also view the network drives you are connected to by clicking on your computer name from the Start button.

Re-mapping a Network Drive

If you get disconnected from your network drive or have problems connecting to it, re-map your drive. Before you re-map your network drive, make sure you are disconnected first.

From the Start button, right click on your computer name and click on ‘Disconnect Network Drive...’
Re-mapping a Network Drive

Look for the drive, if it is there, click on the drive and click the ‘OK’ button.

After disconnecting from the drive, if you click on your computer name from the Start button, you will see that the drive is no longer there.

At the top of the page, you can click on ‘Map network drive’. The box will open and you can enter your drive and folder information, refer to Page 1.