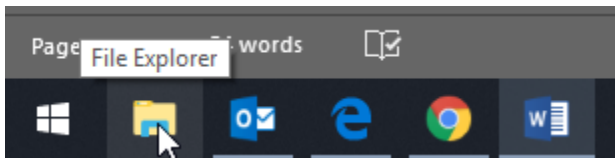


Mapping a Network Drive

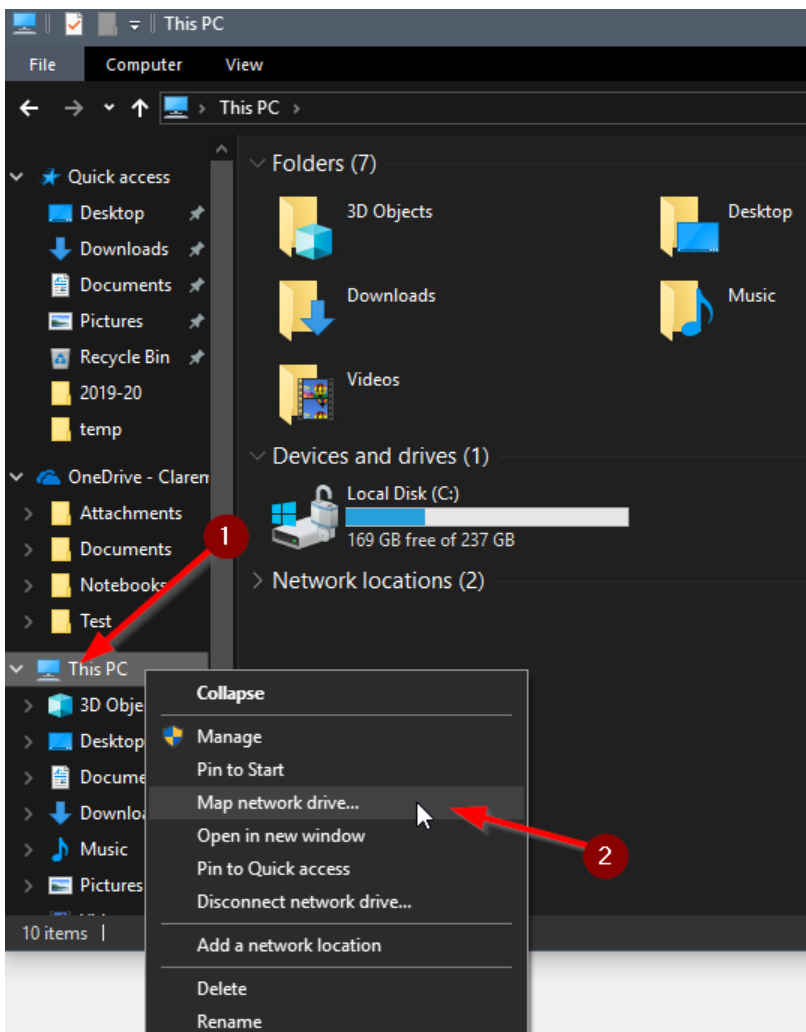
Windows 10

If you have been granted permissions to access a departments network share and need to map it to your Windows 10 PC, please follow these steps.

1. **Open File Explorer by clicking the icon on your taskbar, or by using the following shortcut: “Windows Key + E”**

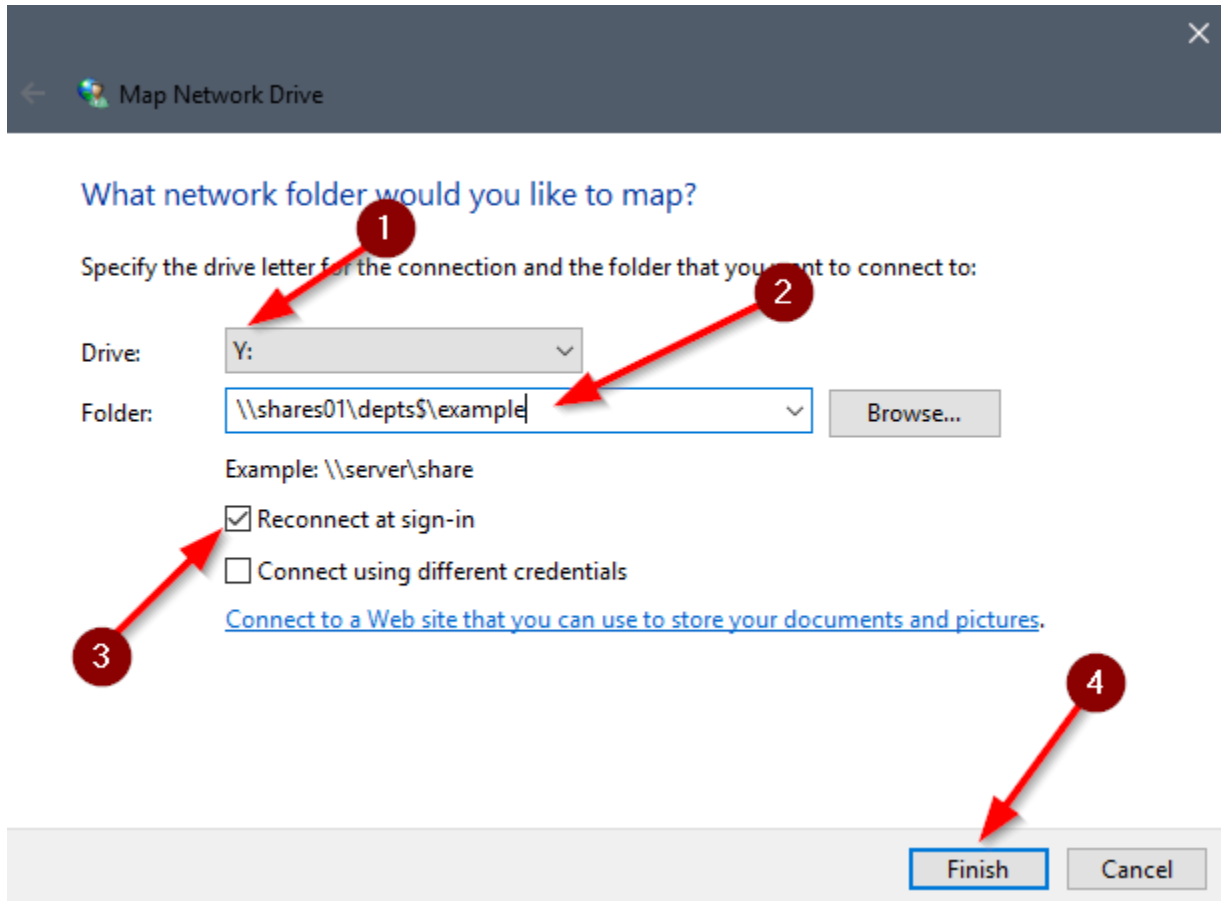


2. **Right Click on “This PC” and then click “Map network drive...”**

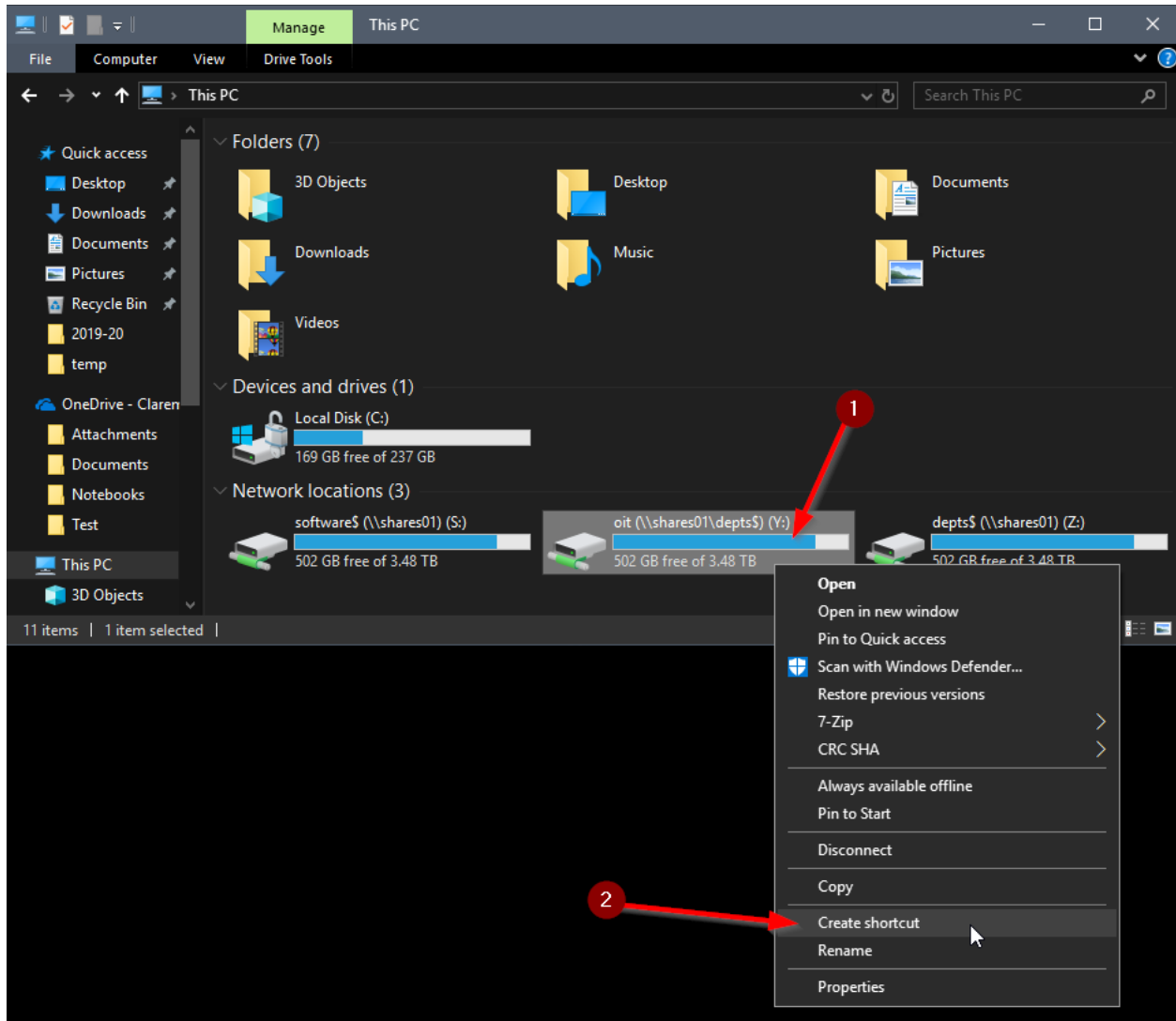


3. Mapping the drive:

- 1) If you have a preference, choose a letter for the drive. If not, Windows will choose an available drive letter for you.
- 2) Enter the network location for the share. If you do not know this ask somebody else who has the drive or contact the Help Desk.
- 3) Make sure the "Reconnect at sign-in" box is checked.
- 4) Click Finish.



4. Your drive should now be mapped and accessible from "This PC", if you wish you can create a shortcut and place it on your Desktop to make accessing files easier by right clicking the share, and then clicking Create Shortcut.



5. Click Yes to place the shortcut on the Desktop.

