1. Click on the Windows icon in the lower left taskbar corner
2. Select ‘File Explorer’
3. In File Explorer find ‘This PC’ and RIGHT click it to open a menu
4. Click ‘Map network drive…’ from the menu
5. The below screen shown in step 7 should come up
6. Select the Drive you wish to assign the network map to
7. In the ‘Folder:’ field, type in the provided network path in the highlighted area below

Users should know the name of the shared drive they are attempting to connect to. **Please do not use Drive: Z**

**If misspelled, using incorrect slashes, or using wrong shared drive name, the drive will not map**



1. Please make sure that 'Reconnect at sign-in' is checked
2. Click ‘Finish’
3. The mapped drive should now be located in your File Explorer