

How to Map a Network Drive

Article Number: 167 | Rating: Unrated | Last Updated: Jul 2, 2015 at 8:26 AM

ISSUE

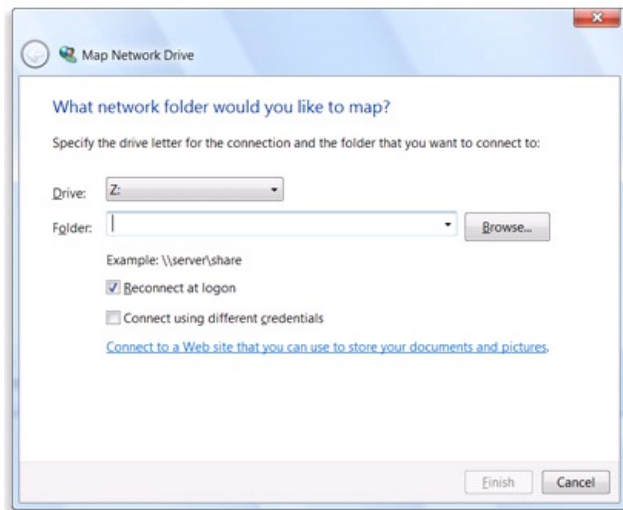
How to Map a Network Drive

ENVIRONMENT

Windows 7

RESOLUTION

1. Open the Computer folder by clicking the **Start** button, and then clicking **Computer**.
2. Click **Map network drive**.



From within the Map Network Drive dialog box

1. In the **Drive** list, click a drive letter.

You can choose any available letter. (If you are mapping your home and department drive use S: for the home drive and V: for the department drive)

1. In the **Folder** box, type the path of the folder or computer, or click **Browse** to find the folder or computer.
2. Here are the folder paths that should be typed into the **Folder** box if you are mapping your home or department drive.
 - If mapping the V: drive use this path: \\csc.local\employee\share
 - If mapping the S: drive use this path: \\csc.local\employee\home
3. To connect every time you log on to your computer, select the **Reconnect at logon** check box.
4. Click **Finish**.

Your computer is now connected, or **mapped**, to the network drive.

Note.

- This process will need to be completed for each mapped drive.
- If you can't connect to a network drive or folder, the computer you're trying to connect to might be turned off or you might not have the correct permissions. If you can't connect, contact the Help Desk at x5050.

CAUSE

N/A

METADATA

Author: Christopher Bunner

Create Date: 10:20 October 7, 2014

Modified Date: 10:20 October 7, 2014

Posted by: [Debra Hitch](#) - Jun 11, 2014 at 10:00 AM. This article has been viewed 6251 times.

Online URL: <https://kb.cscs.edu/article/how-to-map-a-network-drive-167.html>