

Mapping a Network Drive

1. Open File Explorer.
2. Click on This PC.
3. Right click on This PC.
4. Click on Map Network Drive.
5. Choose the drive letter you want to use.
 - a. For example, we use P: for the Public drive, Y: for Youth Services, H: for each person's Home drive, etc. You do not want to use C, D, or E as those drives are commonly assigned to internal and external drives (e.g., USB drives or CD/DVD drives).
6. Click Browse to find the folder you want to map.
 - a. Or, you can type [\\staffserver2020\folder_path](#), for example [\\staffserver2020\public\Book_Club](#) if you wanted to make a path to the Book Club folder.
 - b. The folder will open when you've mapped it correctly. The drive will now be listed in Network Locations in File Explorer.
 - c. The path to your private folder is [\\staffserver2020\lastnameinitial\\$](#), for example [\\staffserver2020\deskinds\\$](#).
7. You can make a shortcut on your desktop by right-clicking on the folder in Network Locations.
 - a. Click on Create Shortcut. Windows will tell you that it can't make a shortcut in that location and ask if you want the shortcut placed on the desktop. Click on Yes.
 - b. Each time you login, the drive will be mapped.
8. If you want to cancel the mapping, highlight the drive in Network Locations.
 - a. Click on Disconnect Network Drive.