How to map a network drive

Open Windows Explorer and select "Computer"

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## Select: Map Network drive

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|---|--|--|
| Organize 🔻 System properties  | Uninstall or change a program Map network drive  | Open Control Panel   |
| <ul> <li>✓ ★ Favorites</li> <li>■ Desktop</li> <li>Downloads</li> <li>™ Recent Places</li> <li>▷ (⇒ Libraries)</li> </ul> | Hard Disk Drives (2)<br>Local Disk (C:)<br>244 GB free of 298 GB<br>Devices with Removable | FreeAgent Drive (E:)<br>661 GB free of 931 GB<br>Storage (1) |
| ⊿ jЩ Computer   |  |  |

At the "Map Network Drive" window

Select the desire drive letter

Under "Folder" type the network path for the drive e.x <u>\\co\_files\tools\<Your\_Folder\_Name</u>>

Make sure Reconnect at logon is checked.

| 0   | 😪 Map Net         | work Drive  |
|---|-------------------|---|
| What network folder would you like to map?<br>Specify the drive letter for the connection and the folder that you want to connect to: |                   |   |
|   | Drive:<br>Folder: | X:  V(co_files\tools\ <your folder="" name=""> Browse Example: \\server\share Reconnect at logon Connect using different credentials</your> |
|   |                   | Connect to a Web site that you can use to store your documents and pictures.  |
|   |                   | Finish Cancel   |

Click Finish.

Your network drive is ready to use.