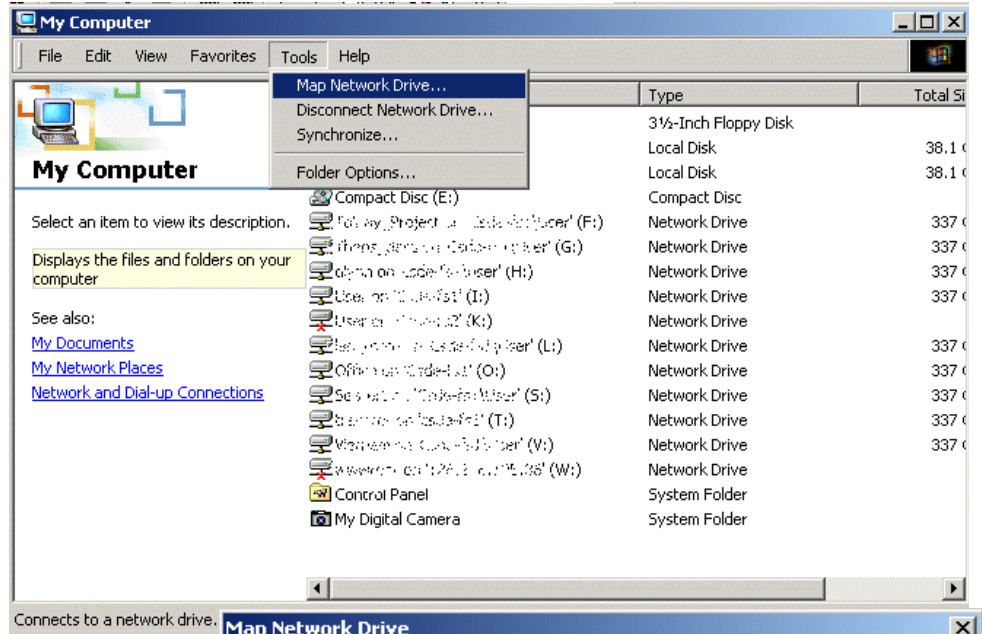
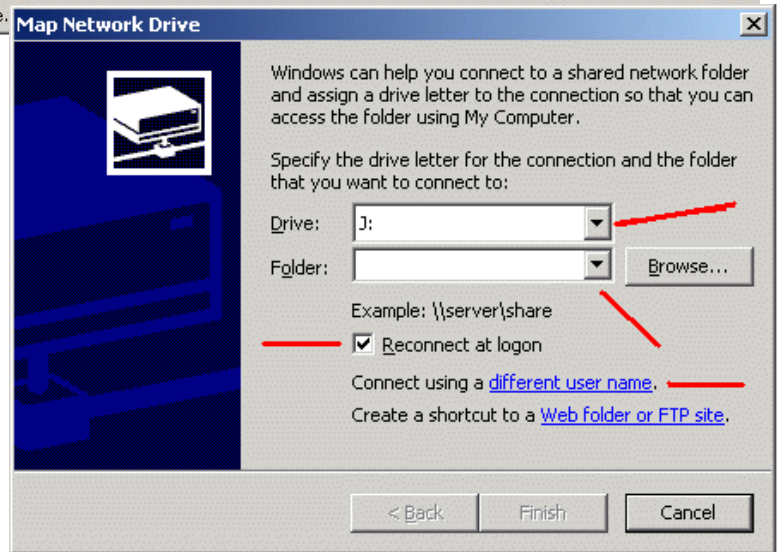


## Mapping A Network Drive<sup>1</sup>

1. Open "Windows Explorer" or My Computer (if using NT, use Explorer).
2. Click on Tools, and Map Network Drive.



3. The Map Network Drive dialogue window will appear.



4. The first option - Drive - is the letter that you choose to address the drive. You may choose any letter that is not currently used for another device. You can click on the icon that looks like the one on the left to see what is available.
5. The second option is the Folder. Here, you will need to write the address of an existing folder. If you are already logged onto the network where the folder exists, you can usually use the Browse function to find the folder that you want. You will need information about the server and folder that you will want to map. Fictitious examples of for this option are:

\\server1\user\                      or                      \\124.204.104.12\user

The second options - which use the IP address of the server instead of the name, will be required in some circumstances. Ask your network administrator for the IP address of the server to which you want to map a drive. If you are mapping a drive for the second time, clicking on the down arrow to the right of the browse for folder option will show you all of the drives you have mapped before.

<sup>1</sup>Prepared by Patty Glynn, University of Washington, C:\all\help\helpnew\map\_network\_drive.wpd December 7, 2002

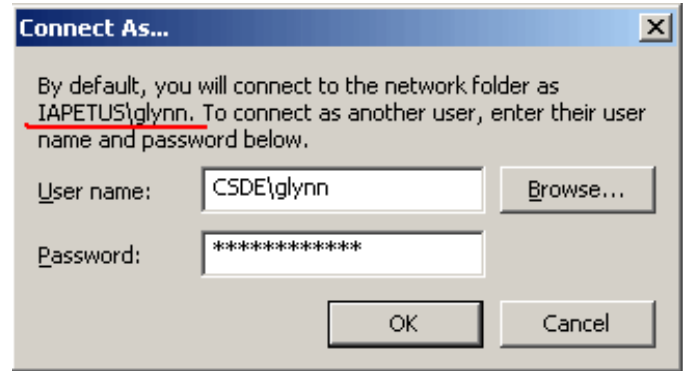
6. The third option is whether to reconnect at logon. Having mapped drives that you do not always use may slow your computer down. You may choose to Reconnect at logon if you are using a PC that : 1) where you have your **own login ID and password**; and 2) **uses DSL, cable, or ethernet**. This will save you the steps of having to map the drives each time you logon. Remapping will be easier the second time. If you click on the down arrow to the left of "browse" you will find the addresses that you have previously mapped. If you are using a modem, you may **not** want to have this box checked.



7. If you are accessing a drive on a network that you are not logged onto, you will want to click on "different user name."



8. Note that this box tells you what the default login ID is. In the first box, you will want to put the Network Name, and your user ID on that network. In the second box, put your password for the network on which you are mapping a drive. Then click on OK.



9. Last, you will click on Finish. If the drive has been successfully mapped, an explorer window will show up with contents of the just mapped drive.

10. If you later want to disconnect the drive, from Windows Explorer you may click on Tools, and Disconnect Network Drive. All of the drives that you have mapped will appear in a dialogue box. Highlight the drive that you want to disconnect, and click OK.

