

# Mapping a network drive in Windows

To connect to your network folder if you are not logging into the domain

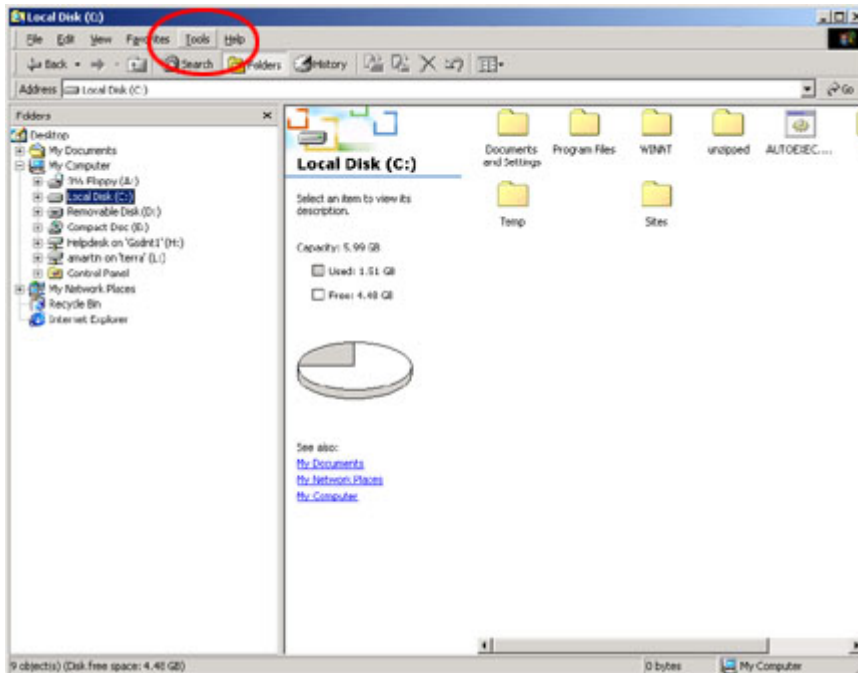
1. From the Desktop, Right-Click over "My Computer" and click on "map Network Drive". The "My Computer Icon is usually located on the upper left hand corner of your desktop and looks like the icon below



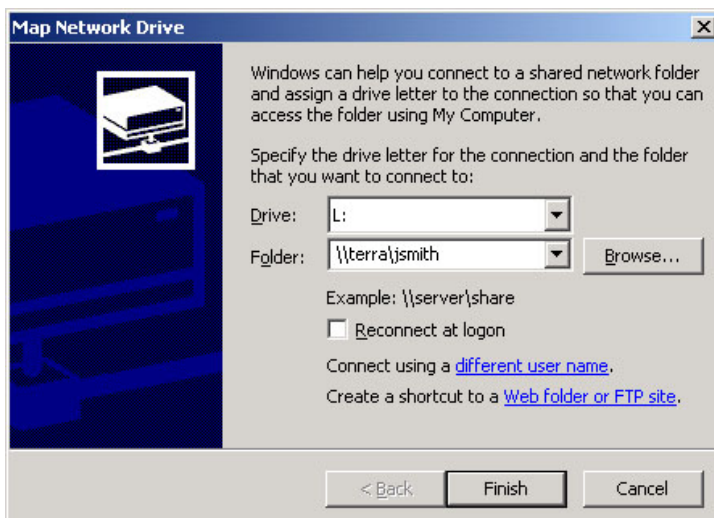
OR

1. Open Windows Explorer. (If you cannot find Windows Explorer, right-click on the Start menu and choose Explore.)

2. Select the Tools menu, then select Map Network Drive.



3. Under Drive:, we recommend you choose a letter that will be easy for you to remember, for example E: for the "Everyone" folder or U: for your "user" folder. In the Folder box, type \\server02\folder name (the username in the example is "jsmith".) Do not select 'Reconnect at logon' if working on a public or non-personal computer. Click Finish.



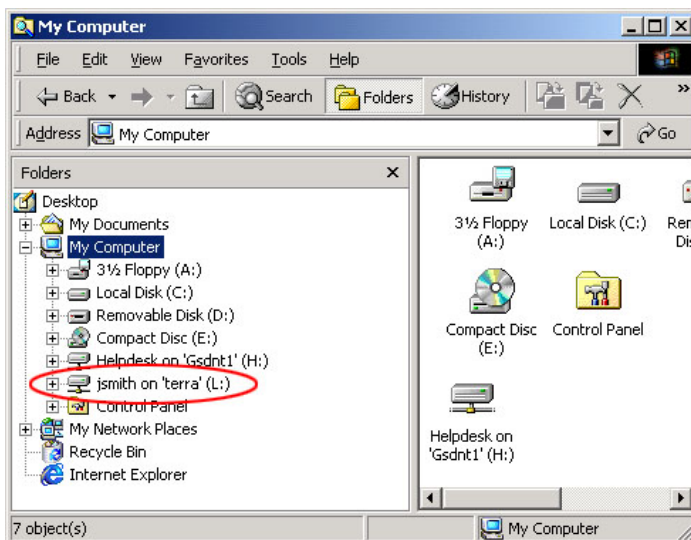
4. You will be prompted for your username and password -- enter your *username* and password - click OK. Your user name is the first letter of your first name and last name, I.E.; for Les Royce – lroyce and **your password should be the same**.



**Note that in Windows XP Professional, if you mistype your password you might not be able to change the User name text box if you did not choose "Connect using a different user name" link. In that case, just leave the username as it is (server02\username) and type in your password again, then click the OK button.**



5. You should see an icon with your *folder name on server02*" (with the drive letter you assigned) appearing on the left hand side following the local drives of your computer, in "Windows Explorer" or in "My Computer". Congratulations - you have successfully mapped your network drive.



6. Remember to disconnect your network drive and logout when working on a public computer! To disconnect your network drive, go to: Tools > Disconnect Network Drive > *username* . To logout go to: Start > Shut Down > select: "Close all programs and log on as a different user."