Mapping a network drive

Open Computer by clicking the Start button 🔄, and then clicking Computer.

2. Click Map network drive.

3. In the Drive list, click a drive letter. You can choose any available letter.

4. In the Folder box, type the path of the folder.

   Example: `\sommedix01\departments\` (and then the name of the shared folder)

   To connect every time you log on to your computer, select the Reconnect at logon check box.

5. Click Finish.

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

Note

• If you can't connect to a network drive, you might not have the correct permissions. If you can't connect, contact the MUSOM Help Desk at 304-691-1748 or email somhelpdesk@marshall.edu