
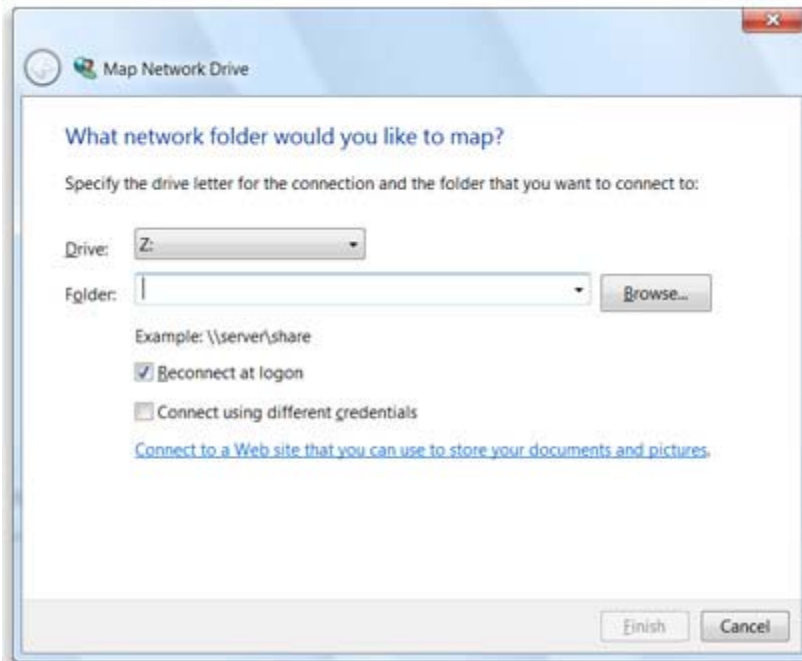


## Mapping a network drive

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](mailto:somhelpdesk@marshall.edu)