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Contacts:

• Mare Donohue, Help Desk Manager

1.) Mapping a Folder to a Network Drive:

a) First, open *File Explorer*. You can access *File Explorer* by typing it into the Window's search bar, or clicking the folder icon located in your taskbar at the bottom of your screen.

All Apps Documents Settings W	Veb I	More ~ 원 ····
Best match		
File Explorer		
Settings	>	File Explorer
H File Explorer Developer Settings	>	
Sync File Explorer and other settings	>	□ Open
品 Show recently opened items in Jump Lists and in File Explorer	>	Pinned Documents
Show file extensionsShow hidden files	> >	 Downloads Pictures
Show empty drivesShow "Run as different user" in Start	> >	Frequent
Search the web	>	SCCM Documentation Laptop Image Documentation Outlook Archive Folder
ge 1 k		Archiving in Outlook Documentation
File Explorer		O 🛱 🧮 🟦 🕿 🌍 🗛 🧔 .

b) Once you are in *File Explorer*, where you see "This PC" with the monitor icon, right-click on it, and select "Map network drive...".

×						×		
File Computer View 🗸 🖓							~ 🕐	
$\leftarrow \rightarrow \checkmark \uparrow \blacksquare \rightarrow$ This PC $\checkmark \circlearrowright$ Search This PC							Q	
> 📌 Quick access	✓ Folders (7)	_		_				
> 🔤 Box	3D Objects		Desktop	4	Documents			
> 🌰 OneDrive		_						
V 🔲 This PC	Downloads		Music		Pictures			
> 🧊 3D Obje	Collapse	-		_	1			
> 📃 Desktop	Manage							
> 🔮 Docume	Pin to Start							
> 🚽 Downlo	Map network drive							
> b Music	Open in new window							
> E Pictures	Pin to Quick access							
Videos	Disconnect network drive							
> Window	Add a network location							
> Vindow		— re (S:)		HelpDesk Departmental Drive (V:)				
	Rename		2.73 TB free of 5.99 TB	2	1.95 TB free of 7.99 TB			
	Decention							
> Teipbes	Properties							
> 🛫 Banner Utilit	y Drive	10						
> 💣 Network								
12 items								

c) You should now see a popup box for mapping a network drive. In that popup box, you should see a dropdown menu for *Drive*:. Click on the drop-down arrow and select an unused drive (a letter that is not linked to a path) you wish to map your folder to. Look at example below:

•		×	
😪 Map Net	work Drive		
What net	work folder would you like	to map?	
Specify the d	Irive letter for the connection and t	ne folder that you want to connect to:	
Drive:	W: ~]	
Folder:	Z: Y: X: W: V: (\\iacsdept\HelpDesk\$) U: (\\iacshome\users\$\GEURDT) T: S: (\\iacsdept\Campus\$) R: Q: P: Q: P: Q: P: Q: I: H: H: H: G: F: E: D: B: 4	Browse tials n use to store your documents and pictures. Finish Cancel	
	Specify the of Drive: Folder:	Specify the drive letter for the connection and the connecting dependence and the connection and the connection an	★ Map Network Drive What network folder would you like to map? Specify the drive letter for the connection and the folder that you want to connect to: Drive:

- d) Next, click on the textbox for *Folder:*, and type out the full path to the folder you wish to map to a network drive. If you don't know the path to the folder but you do know which file server the folder is located on, just type in the server starting with"\\" and ending with "\".
 - Example: \\"server name"\

If you don't know the file server's name, contact your system administrator.

e) Once you type the file server name in, click the "Browse..." button.

~	🎕 Map Net	twork Drive		×
1	What net	work folder would you like t	o map? e folder that you want to connect to:	
	Drive:	W: ~		
	Folder:	\\iacsdept\	✓ Browse	
		Example: \\server\share	Browse For Folder	×
		☑ Reconnect at sign-in ☐ Connect using different credent	Select a shared network folder	
		<u>Connect to a Web site that you can</u>	 Network iacsdept catering CHIM50 DATA DEPARTMENT DotCIOmt 	^
			 FinaidWSScanQue HR-Pres-Research IACSDEPT InstAdv PAS_FAXES 	×

f) If you type the name of the file server correctly and the file server does not come up after clicking the "Browse..." button, you may not have permission to access this file server. To resolve this, contact your system administrator. However, if you do see the file server appear, select the folder in the server that you wish to map. And then hit the "OK" button near the bottom middle of your screen. Sometimes the folder you wish to navigate to does not appear in the server's file list. That does not mean that the folder is not there, but that it is hidden. If this is the case, contact your system administrator to learn what the folder's name is.

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- Here is a helpful link to Common Drive Letter Mappings: <u>https://itssc.rpi.edu/hc/en-us/articles/360035797691-Common-drive-letter-mappings-across-RPI</u>
- g) Once you have successfully selected your folder and network drive, click the "Finish" button.

			\times		
~	🤏 Map Net	work Drive			
	What net	work folder would you like to map?			
	Specify the o	drive letter for the connection and the folder that you want to connect to:			
	Drive:	W: ~			
	Folder:	\\iacsdept\banner\$			
		Example: \\server\share			
		Reconnect at sign-in			
		Connect using different credentials			
	Connect to a Web site that you can use to store your documents and pictures.				
			_		
		Finish Cancel			

h) You should now see the folder mapped to the network drive that you selected. You can check this by clicking on "This PC" in *File Explorer*.

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i) This concludes this section.

2.) Creating a Shortcut for a Network Drive:

a) In File Explorer, right-click on the network drive you wish to create a shortcut to. In the popup drop-down menu, select "Create shortcut". Your shortcut to this network drive will appear on your machine's main/home screen. You can also select "Pin to Start" to create a link on your start menu to this drive. This menu can be accessed when you click on the *Windows* icon located at the bottom left corner of your screen (to the left of the search bar).

