

# Mapping a Folder to a Network Drive

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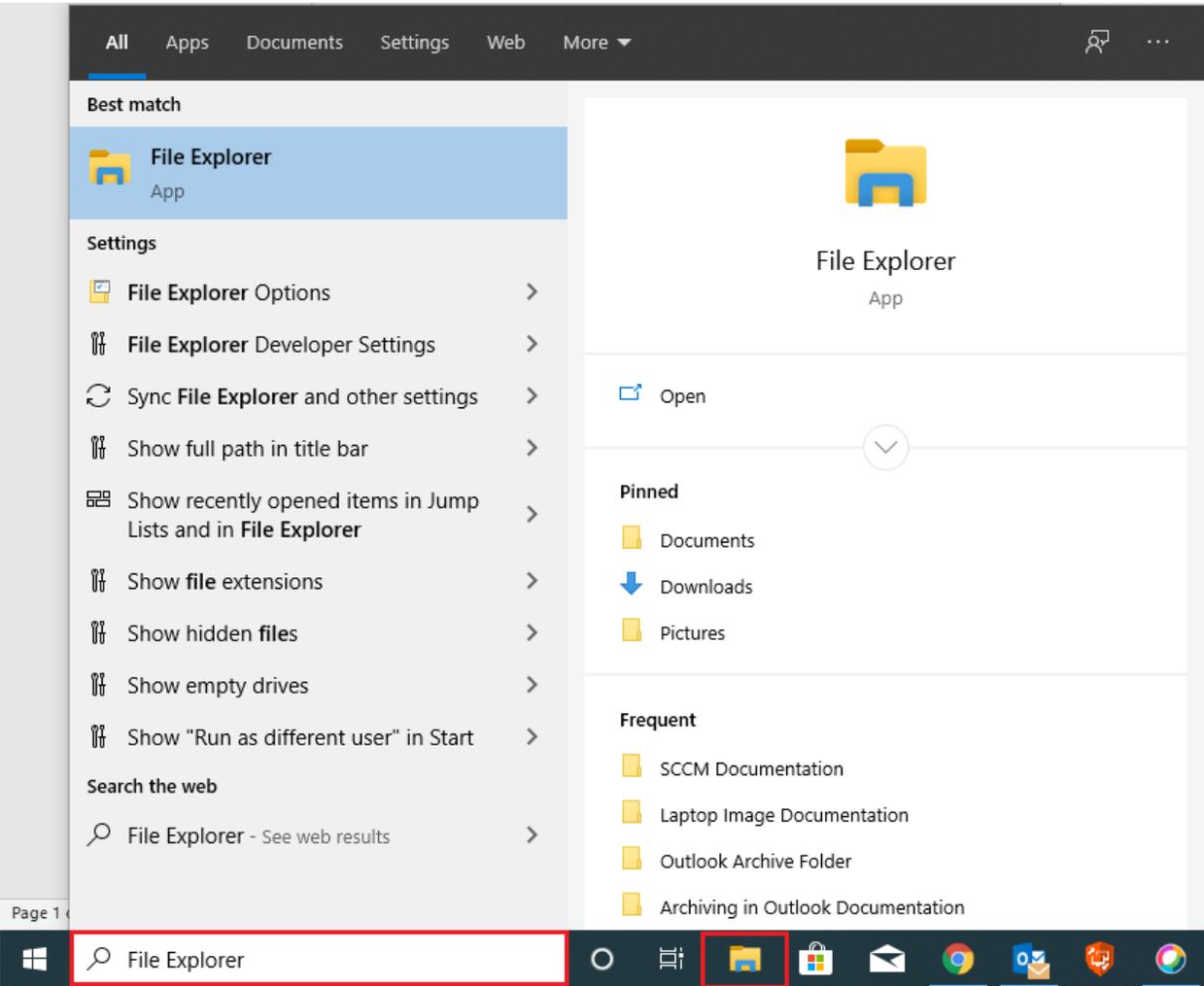
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## Contacts:

- Mare Donohue, Help Desk Manager

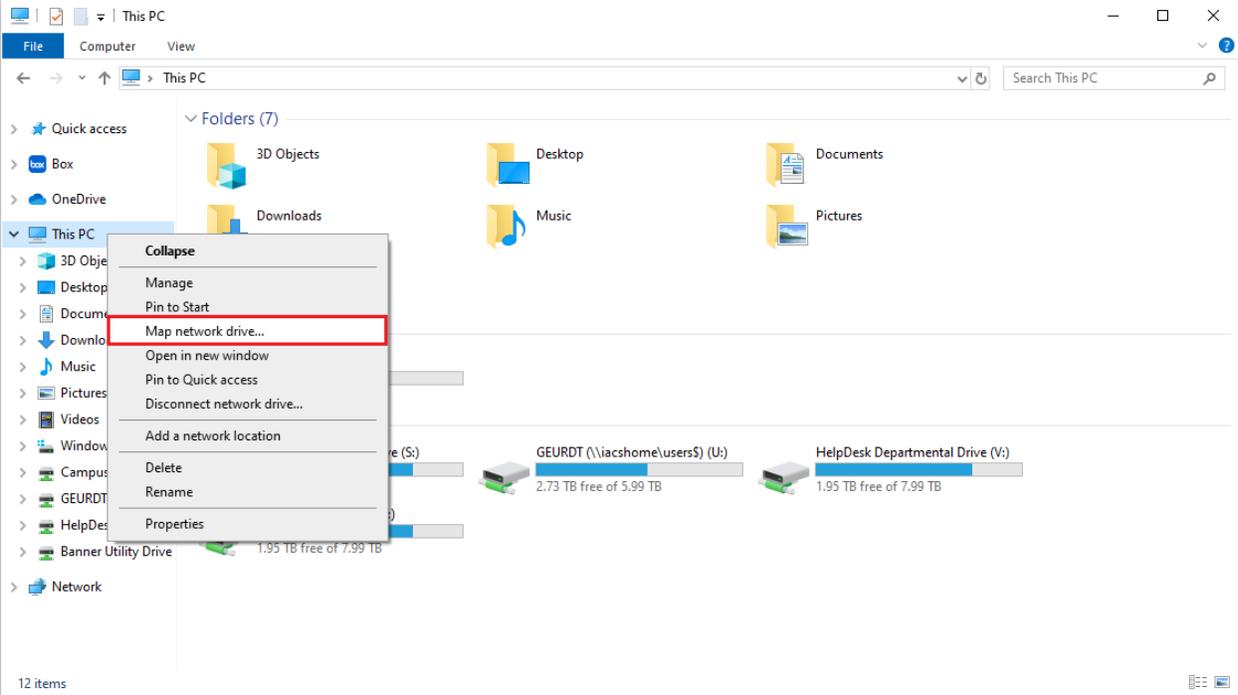
### 1.) Mapping a Folder to a Network Drive:

- 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.

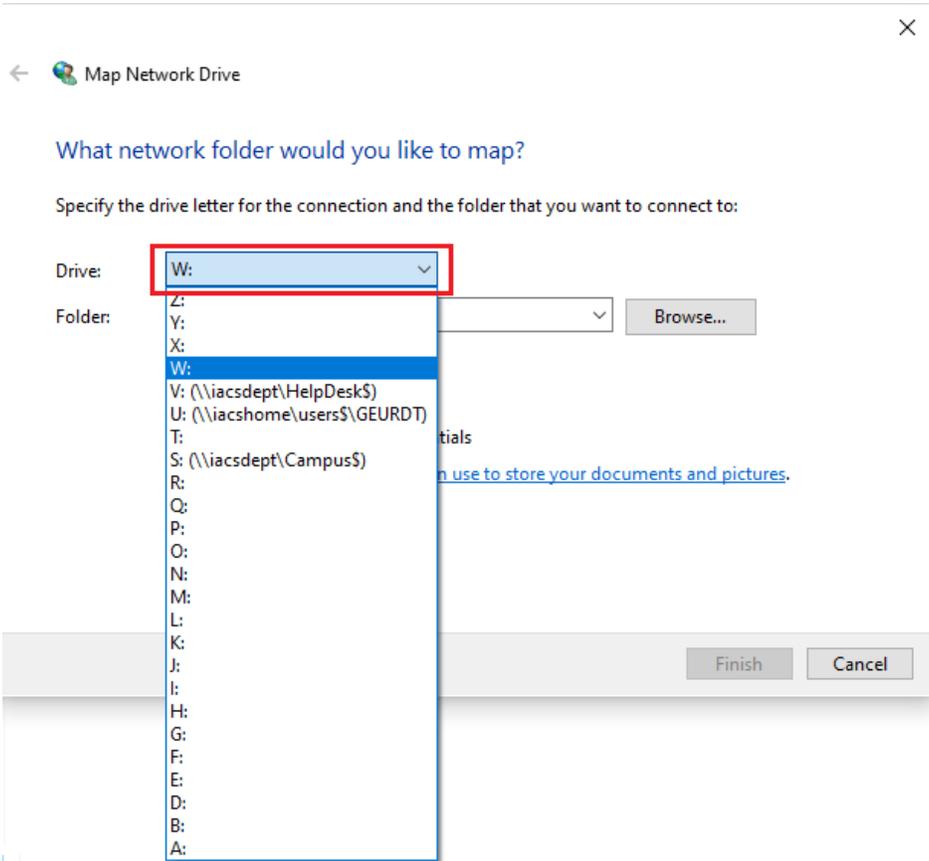


- b) Once you are in *File Explorer*, where you see “This PC” with the monitor icon, right-click on it, and select “Map network drive...”.

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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:



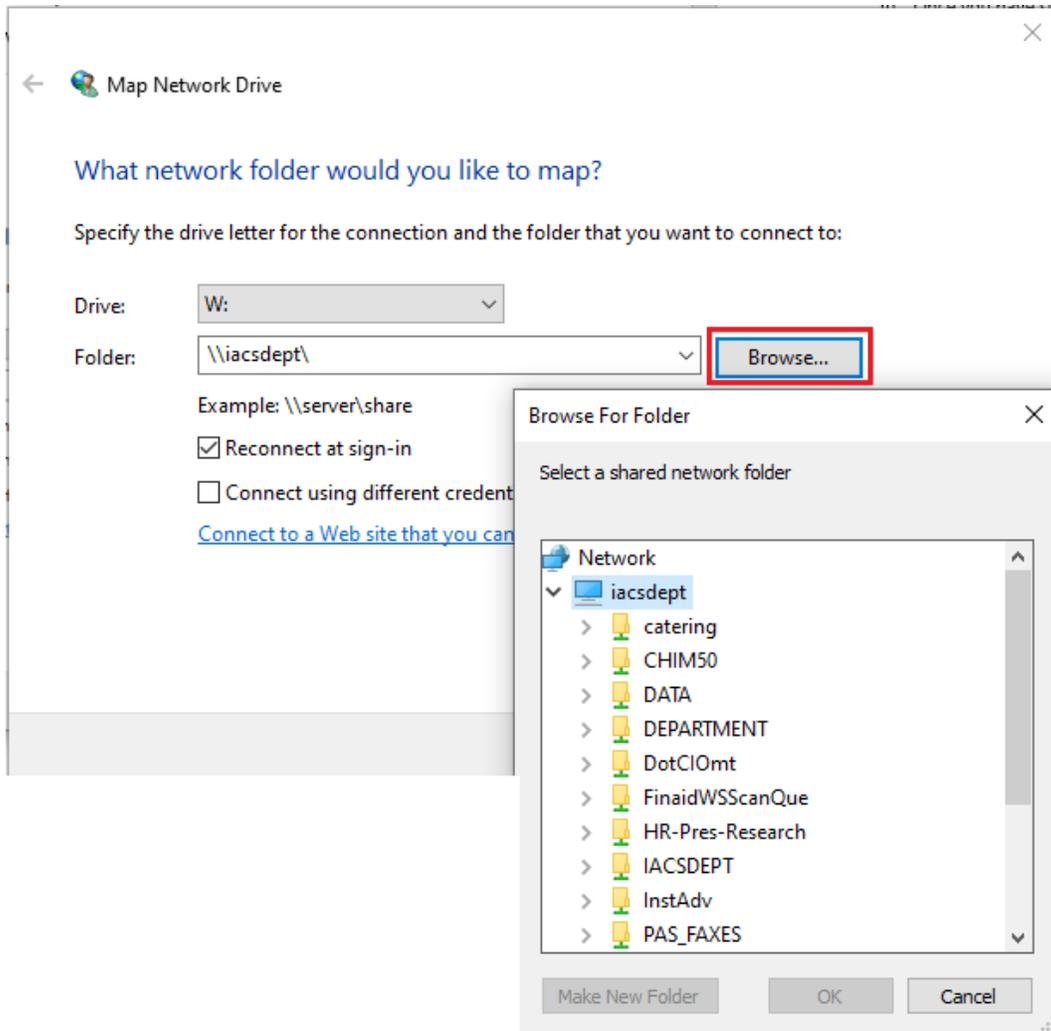
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d) Next, click on the textbox for *Folder:*, and type out the full path to the folder you wish to map to a network drive. If you don't know the path to the folder but you do know which file server the folder is located on, just type in the server starting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

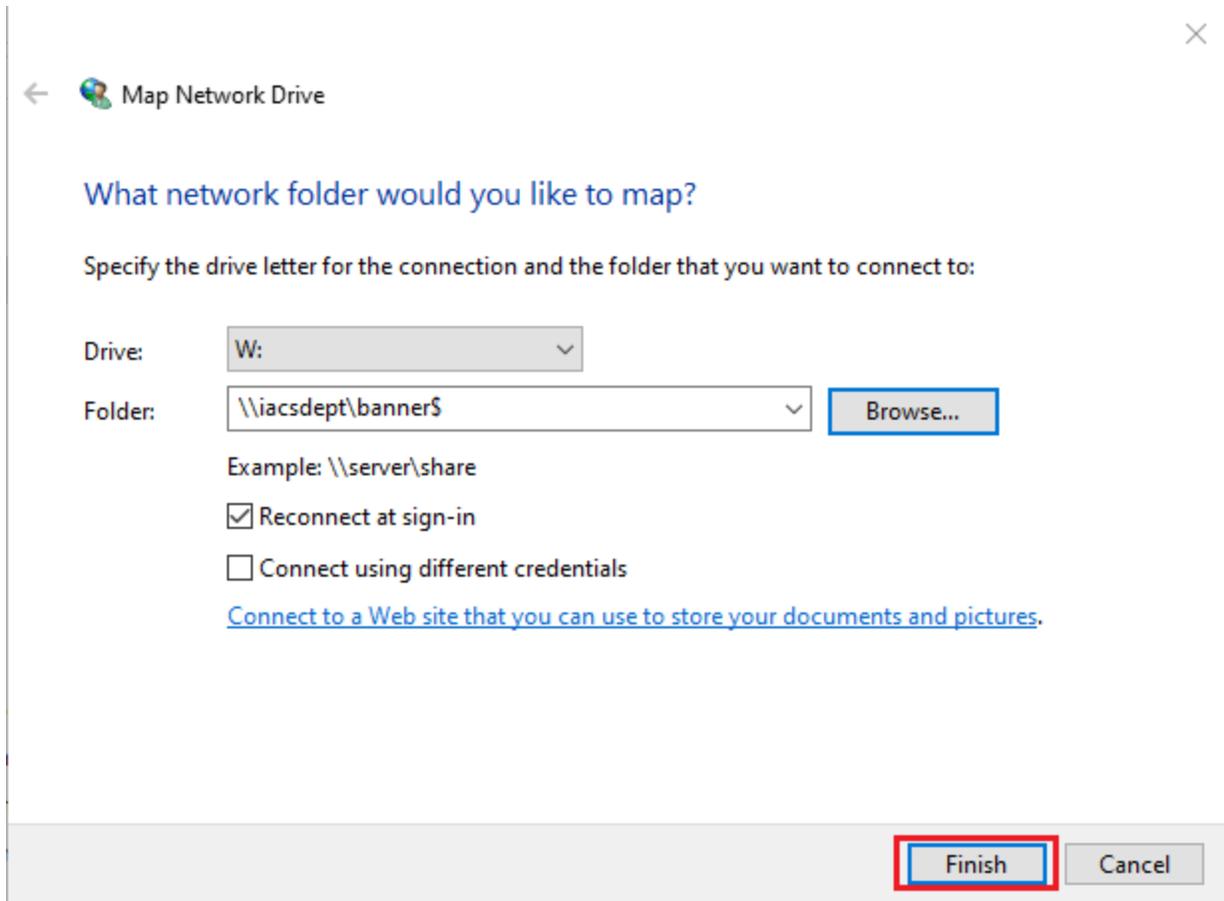


f) If you type the name of the file server correctly and the file server does not come up after clicking the "Browse..." button, you may not have permission to access this file server. To resolve this, contact your system administrator. However, if you do see the file server appear, select the folder 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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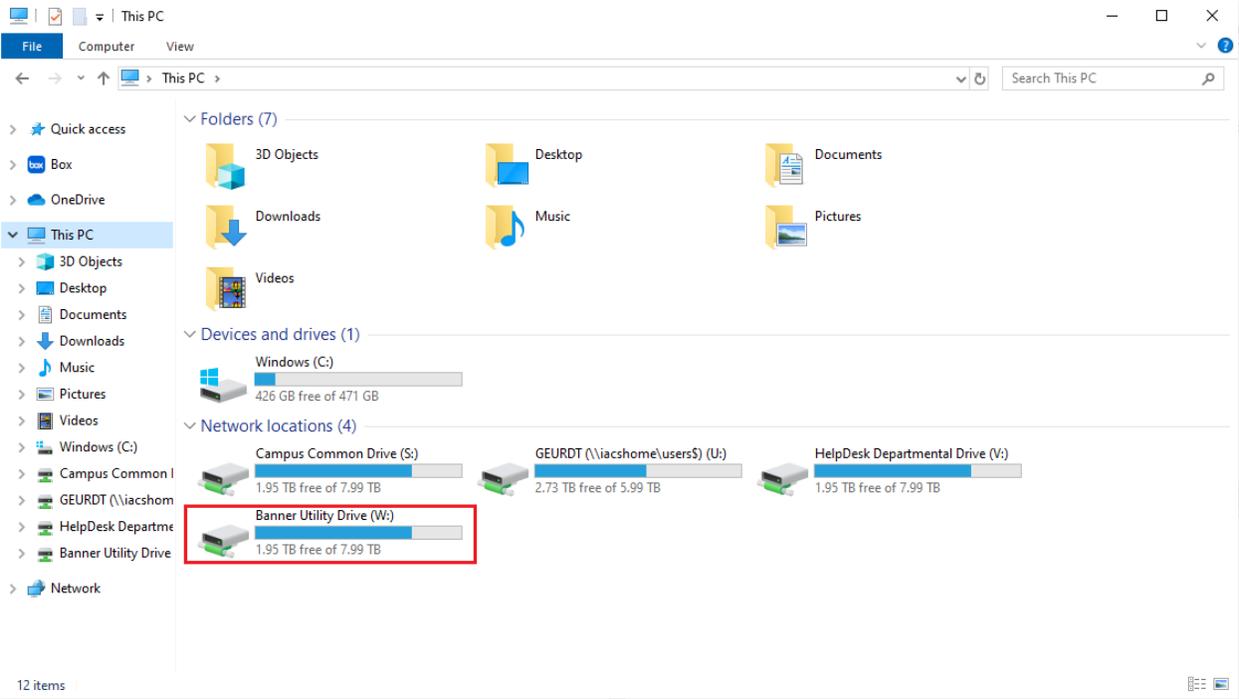
- Here is a helpful link to Common Drive Letter Mappings: <https://itssc.rpi.edu/hc/en-us/articles/360035797691-Common-drive-letter-mappings-across-RPI>

g) Once you have successfully selected your folder and network drive, click the “Finish” button.



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).

