- 1. After logging onto your computer, click the Start button (located in the bottom left-hand corner of your screen).
- 2. Click Computer.
- 3. Click on Map Network Drive.

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File Edit View Tools Organize • System		nge a program	Aap network drive		ton 2
 ★ Favorites ■ Desktop > Downloads > Recent Places > ■ Libraries > ■ Documents > ■ Music > ■ Videos > ■ Videos 	Name Hard Disk Drives (1) Local Disk (C:) Devices with Remov Roppy Disk Drive (A:) DVD RW Drive (D:)	Type Local Disk able Storage (2)	Map network drive	Total Scot	
Eccal Disk (C:) Network					

4. In the Map Network Drive wizard, select the letter of your choice in the Drive drop down menu.

	😪 Map Net	work Drive		Trans Trans	
<u>></u>	What net	work folder would Irive letter for the conn T: Example: \\server\sha Reconnect at logo	n ferent credentials	you want to connect to:	
				Finish Cance	2

- 5. Enter the location of the share in the Folder field. The path will be the following: \\ctis\dfsroot\foldername.
- 6. Select reconnect at logon so that this share will be recreated each time you logon.
- 7. Click Finish