

# Mapping Drives

Mapping a drive is convenient and rather straight-forward. There are two easy ways to open Explorer, not Internet Explorer, but rather the file explorer. The below example can be modified for whichever folder you would like to map.

1. Open **File Explorer**, a file folder icon, displayed on your task bar
2. From the left banner select **This PC**
3. From the top left corner, select **Computer** tab and **map network drive**
4. In most instances the drive letter does not matter; you will be provided with the next available drive letter. Some departments like to keep them consistent within their department so everyone is on the same page when discussing mapped drives.
5. Type the desired server's name, IT can tell you if you don't know it proceeded by a double back slash, the slash above the enter key, and followed by a single back slash.
6. Select **Browse**
7. Open the chevron if necessary, navigate to the folder you want and select it
8. Select **Finish**

