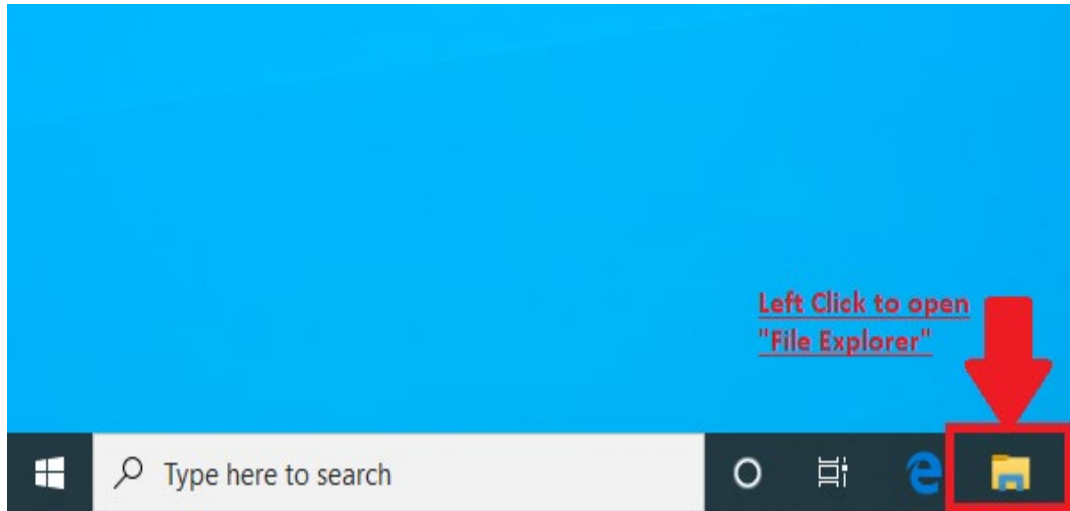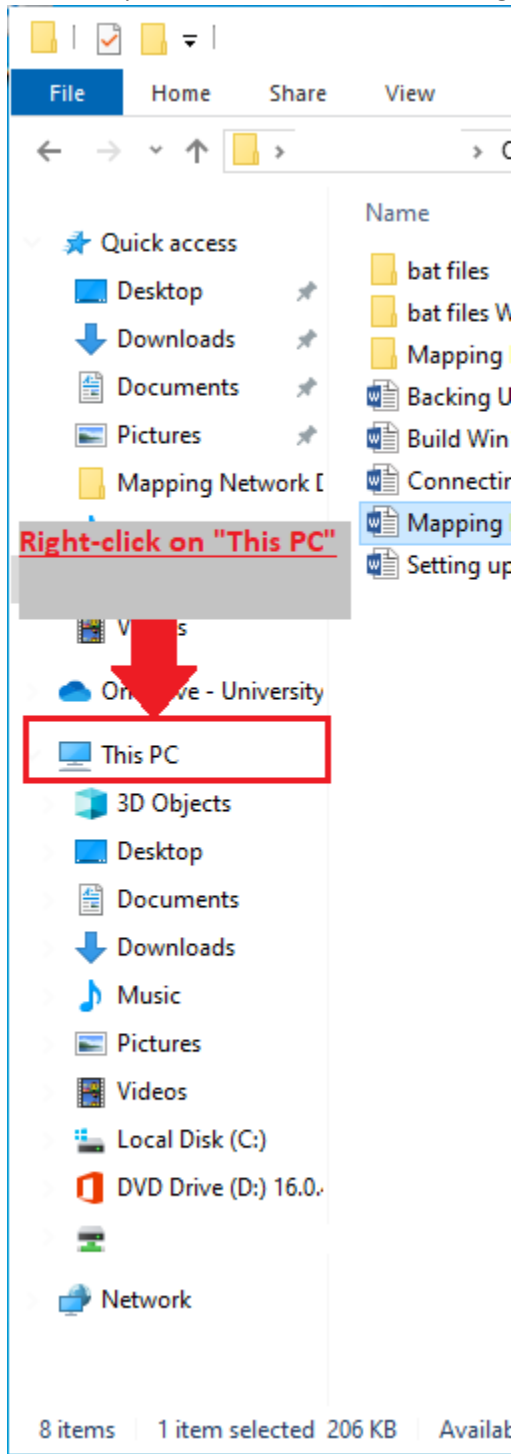# Mapping Network Drive
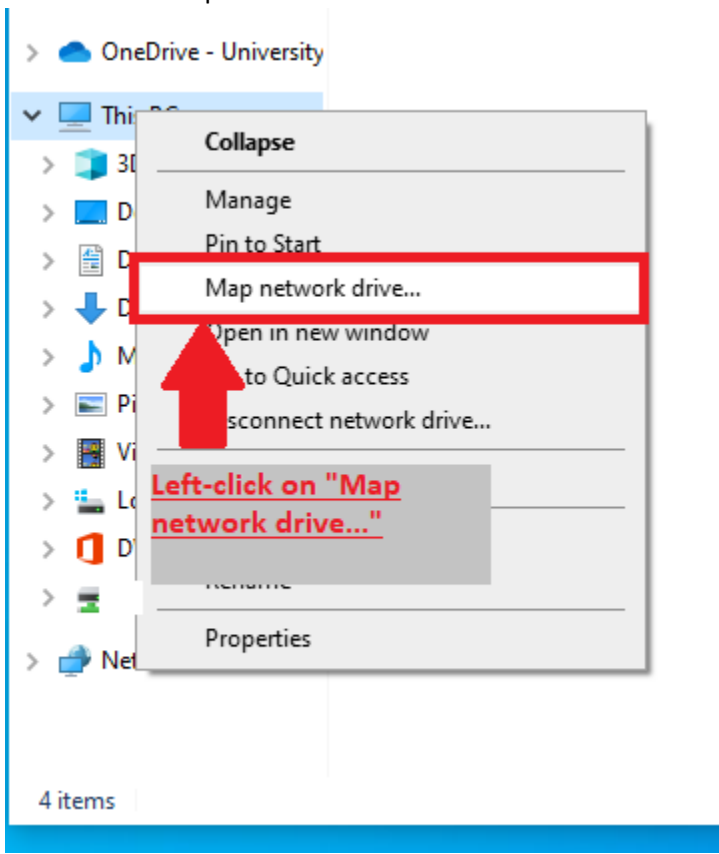
1. First, open your "File Explorer".
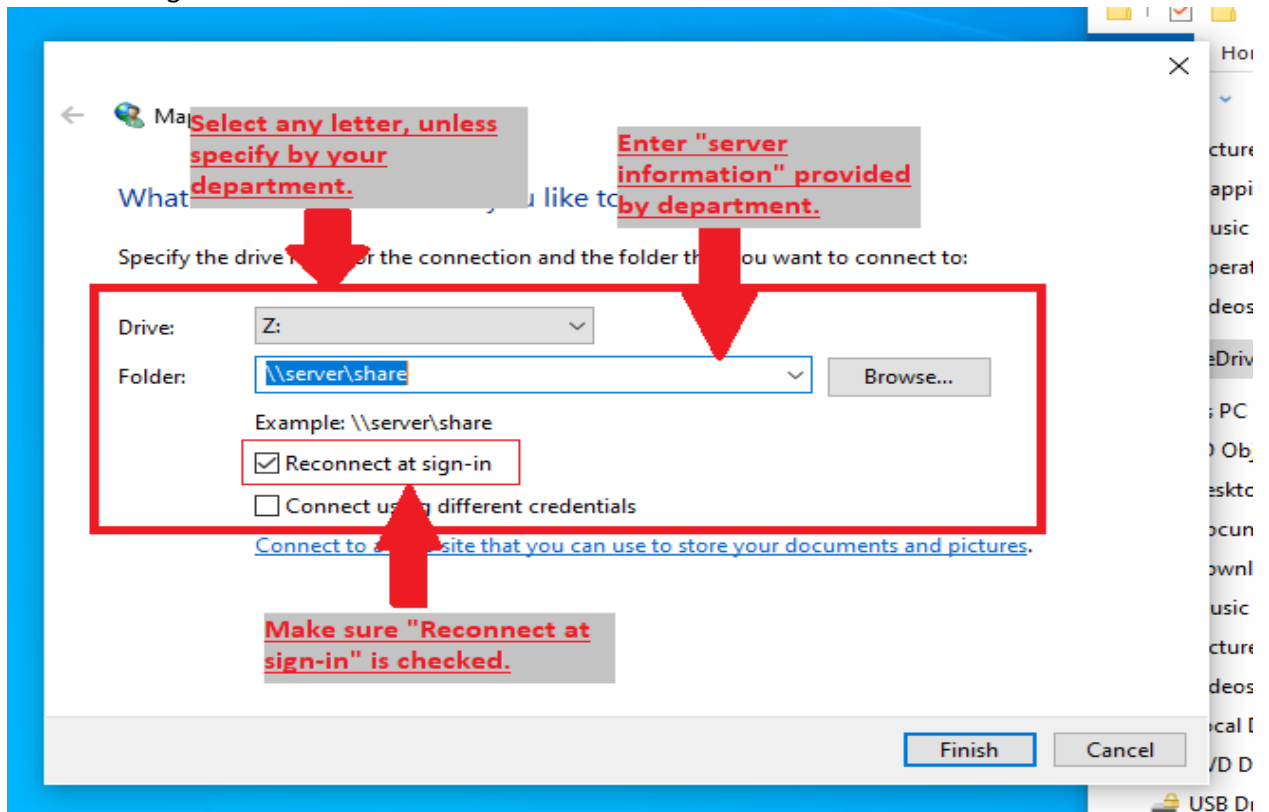
2. In "File Explorer", locate "This PC", and right-click on it.

3. Left click on "Map network drive…"

4. A new window will pop open, choose any "Drive:" letter, for the server path, get with your local IT support for the server information and enter it in the "Folder:" field as the following convention shown in the image below. Make sure to have "Reconnect at sign-in" checked before clicking on "Finish".

5. When you are done, you should see the following when you click on "This PC":