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".

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Connect to a site that you can use to store your documents and pictures.		ocun
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5. When you are done, you should see the following when you click on "This PC":