

Mapped Network Drives

Why Map A Drive?

One of the major advantages of being on a network is the ability to provide secure remote access to documents stored on another server or computer. Folders containing these remotely stored documents are called network shares.

Each network share must have a unique path which includes the name of the computer/server plus the name of the shared folder. A typical Taylor network share might be named [\\filesrv\MyDocs\username](#) or [\\filesrv\UniversityCommon\DepartmentName](#).

You can access network shares on Taylor's network in a number of ways:

1. Click Start, and type the path to the share
2. Type the path to the share into the Address Bar of Windows Explorer (open Computer)
3. Type the path to the share into the Address Bar of any internet browser
4. Map a network drive to the share

The first 3 options result in temporary access. The fourth option can be configured to be permanent.

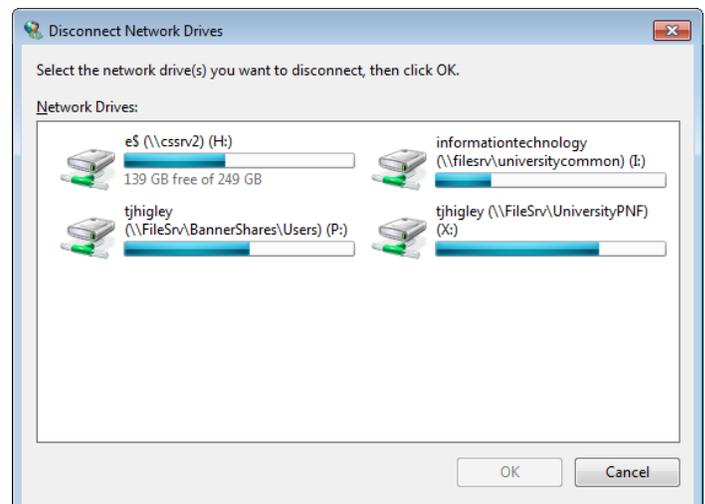
This tutorial shows you how to create a permanent map to a network share. The resulting map will appear as an additional drive letter (E: drive, F: drive, etc.) inside Computer and allows programs like Word to access the share within their Open and Save dialogs. This makes opening and saving documents much easier.

Do I Have Any Mapped Drives?

It's easy to see if your PC already has a mapped drive.

- Right-click Computer and select Disconnect Network Drive...

- If any mapped drives exist, they will be listed in a window similar to the one on the right. This example lists 4 mapped drives currently active on the computer. To delete a mapped drive, select it and click OK. If you don't wish to delete a mapped drive, click Cancel.

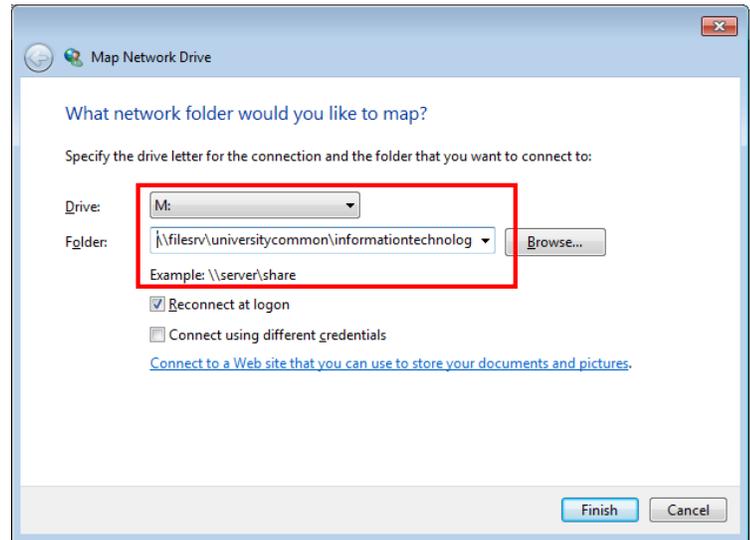


Create a Mapped Drive

- Right-click on My Computer
- Select Map network drive

Use the resulting dialog box to create the mapped drives you need. In this example, we're mapping the M: drive to the MasterPlan share on AdminSrv1.

- Select the drive letter you want to use. This is optional, although some departments choose to use the same drive letter. Ask a co-worker.
- Type the full path to the network share in the Folder box. When in doubt, ask a co-worker or browse the list of available shares (Start > \\filesrv).
- To make the map permanent (recreated at every log in), select the Reconnect at logon option.
- Click Finish



If the mapping process was successful, a Windows Explorer window should appear (not shown) displaying the contents of the network share, and the new drive letter will appear as a Save option in Word, Excel, and other programs.