How to map a drive in Windows 7

1) Copy the folder path from the ICT Service Desk email you will have received. Highlight the path, then press and hold CTRL then press C.

2) Click on the Windows icon and the ‘Computer’ option on the right hand side.

3) Then select the ‘Map Network Drive’ option.

4) A new window will open. Select any available drive letter from the drop down list and paste the copied folder path into the folder box. Click in the folder box, hold down CTRL then press V.

5) Ensure the ‘Reconnect at login’ option is ticked.

6) Click Finish.

1) You are now connected to the folder.

*If you have any issues accessing the shared folder or mapping the drive please contact the ICT Service Desk on 03000 261100*
How to map a drive in Windows 10

2) Copy the folder path from the ICT Service Desk email you will have received. Highlight the path, then press and hold CTRL then press C.

3) Click on the Windows icon in the bottom left of your screen, and then ‘File Explorer’ from the list.

4) Then click on the ‘Computer’ menu at the top and select the ‘Map Network Drive’ option from the ribbon menu.

5) A new window will open. Select any available drive letter from the drop down list and paste the copied folder path into the folder box. Click in the folder box, hold down CTRL, and then press V.

6) Ensure the ‘Reconnect at login’ option is ticked.

7) Click Finish.

8) You are now connected to the folder.

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