1. Click on the windows **start** logo button in the bottom left of your screen



2. Click File Explorer.



3. Click This PC.



4. Click the **Computer** tab,

🧢   🕑 📗 🗢   This PC	- 🗆 X
File Computer View	~ 😮
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ 📚 $\diamond$ This PC	✓ ບ Search Thi
∨ Folders (6)	
Desktop	Documents
Downloads	Music
Pictures	Videos
> Devices and drives (4)	
> Network locations (3)	

	≠   This	PC				_		×
File Co	mputer	View						-14 ?
Properties Copen Rename Location	Access media T	Map network drive 🕶	Add a network location	Open Settings	Uninstall or cha System proper Manage System	ange a pr ties	rogram	
D	esktop	Map network	drive	<u>A</u>	Documents			
	ownloads	5			Music			
Pi	ctures				Videos			
> Devices and drives (4)								
> Network locations (3)								

- 6. Choose a drive letter between G and X
- 7. Enter the share path: \\fileserver\XXXXXXXX (replace \\fileserver\XXXXXXXX with the specific share path you're wanting to map)
- 8. Make sure the **Reconnect at logon** checkbox is checked.
- 9. Click Finish.

				×
$\leftarrow$	🤏 M	lap N	Network Drive	
	What	ne	twork folder would you like to map?	
	Specify	the	drive letter for the connection and the folder that you want to connect to:	
	<u>D</u> rive:	6.	E: ~	
	F <u>o</u> lder:	7.	\\fileserver\XXXXXXXX	
			Example: \\server\share	
		8.	Reconnect at sign-in	
			Connect using different credentials	
			Connect to a Web site that you can use to store your documents and pictures.	
			9. <u>Finish</u> Cance	el