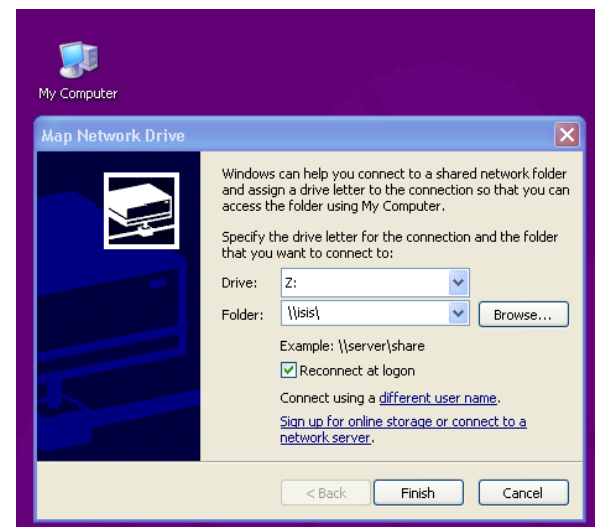
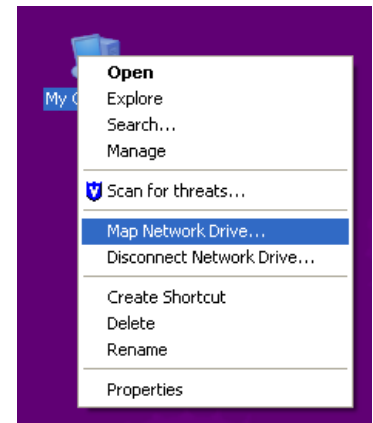




How to Map a Network Drive

- Right-click on the My Computer icon on the desktop
- Left Click on Map Network Drive
- Select drive letter
 - * The drive letter is arbitrary, but you might want to select what your department uses to make references to the drive make sense
- Put a check mark in the box for “Reconnect at Logon”
- In the folder field, type
\\isis\name_of_your_department_goes_here
 - * i.e., \\isis\compserv
- Click finish



Once you have connected the first time a folder window will open with your department drive.

If you get a message about not having access to the drive, the mapping will still stay, but you will have to have your supervisor contact the Help Desk for you to be given permission to this drive in order to be able to open the folder.