Mapping a Network Drive allows a user to connect to shared files or folders or the user’s own network space.

**How to Map a Network Drive**

- turn on the computer
- right-click **My Computer** and select **Map Network Drive**

The following displays:

- click the **down arrow** and select **letter drive** (the letter chosen must be available, e.g., M)
- type the **server foldername** (e.g., `\fsstor\users\fmannle`)
- deselect **Reconnect at login** and the drive mapping will not be retained each time the computer reboots
- click **Finish**

**Using the Mapped Network Drive**

- double-click **My Computer**
- double-click **mapped letter drive** (the letter mapped in the above steps, e.g. M)