

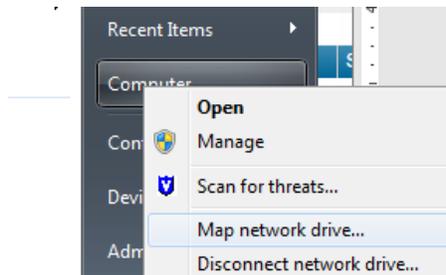
Mapping a Network Drive Quick Reference Guide

Target Audience	Purpose
Employees who need to map to a drive they have permission to access.	To provide employees with the process to map to the drive

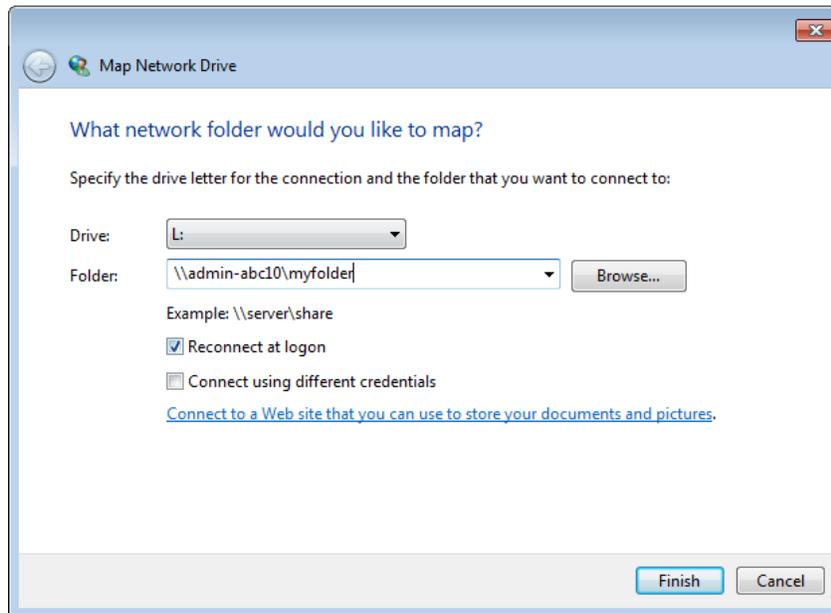
Mapping a Drive on a PC

This method allows you to reboot your PC and have the mapped network drive / network share automatically connect. This is helpful for network shares you connect to frequently:

1. Click on **Start** and then *RIGHT click* on **Computer**
2. Select **Map network drive...**



3. On the window that opens, select a **letter for the Drive** (you can select any that have no text against them), then type the network path to the folder you wish to access in the format as shown in the screenshot below. This path should be supplied to you either by the IT dept. when the ticket is closed or your manager/supervisor

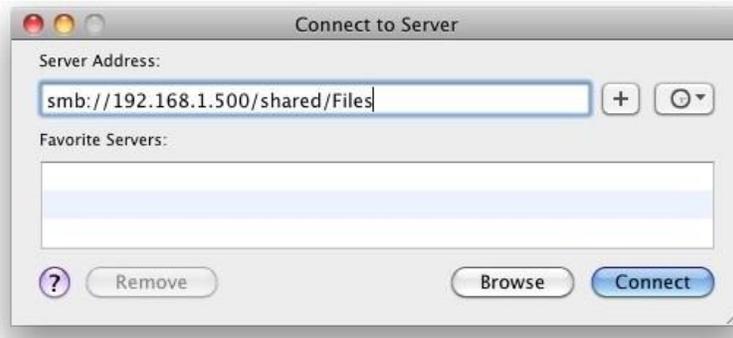


4. Be sure to have the **Reconnect at Logon** box checked so it maps automatically every time for you
5. Click on **Finish**
Please note that should you need access on another PC you will need to repeat these steps on that PC. Also if your PC is reimaged you will need to set up again using these steps.

Mapping a Drive on a MAC

This method allows you to reboot your Mac and have the mapped network drive / network share automatically connect and remount, appearing on the desktop of OS X or in the Finder sidebar. This is more persistent than the above method and is helpful for network shares you connect to frequently:

1. From the Finder, hit **Command+K**
2. Enter the path to the network drive you want to map, ie: `smb://networkcomputer/networkshare` and click **Connect**



3. Enter your login credentials and click **OK**
4. The drive is now mounted, but continue on to map for system reboot persistence
5. Now go into **System Preferences**, from the Apple menu
6. Click on **Accounts**
7. Click on **Login Items**
8. Click on the **+** button to add another login item
9. Locate the network drive you previously mounted and click **Add**
10. **Exit out** of System Preferences

Your network drive will now be mapped and automatically remounted when you reboot your Mac. Keep in mind that if you leave the network where the mapped share is located, the drive/share will not automatically reconnect until that network is joined again, and the Mac is either rebooted or manually reconnected to the desired network share.

Please note that should you need access on another MAC you will need to repeat these steps on that MAC. Also, if your MAC is reimaged you will need to set up again using these steps.

HISD Technology Support

The Houston ISD IT Service Desk can be reached by:

Phone: 713-892-SERV (7378)

Email: servicedesk@houstonisd.org

WEB Portal: <https://servicedesk.houstonisd.org>

The Service Desk is open Monday through Friday from 6:30am until 5:00pm CST excluding Houston Independent School District approved holiday. After-hours support is available for emergencies and to report service outages only. Routine requests for services will be handled during the normal business hours.