How to Map a Network Drive or Shared Folder

When you create a shortcut to a shared folder or computer on a network (also called mapping a network drive), you can get to it from Computer or Windows Explorer without having to look for it or type its network address each time.

1. Open Computer by clicking the Start button, and then clicking Computer.
2. Click Map network drive.

3. In the Drive list, click a drive letter. You can choose any available letter.
4. In the Folder box, type the path of the folder or computer, or click Browse to find the folder or computer. To connect every time you log on to your computer, select the Reconnect at logon check box. And your finished
5. Click Finish. Your computer is now connected, or mapped, to the network drive.