

Mapping Paths/Drives Window Users

Files on our network are saved on different share points/servers. An icon can be created to access these sharepoints/servers. Once it is mounted, it will be located in My Computer. If you are missing one of these, then follow the directions below to “map” the drive that you need.

1. Log onto your computer

NOTE: If you check My Computer and see a mapped drive for Group Shares on S8, then you must do these steps first:

- a. Open “My Computer”
- b. Right click on the GroupShares on S8 icon and choose DISCONNECT
- c. Close the My Computer window

If you check My Computer and see a mapped drive for HandIns on S8, then you must do these steps first:

- a. Open “My Computer”
- b. Right click on the HandIns on S8 icon and choose DISCONNECT
- c. Close the My Computer window

2. Select the My Computer icon on your desktop and right click on it
3. Drag to Map Network Drive

FOR GROUP SHARES

FOR HAND IN

- | | | |
|----|---------------------------------------|--------------------------------------|
| a. | leave the drive letter | leave the drive letter |
| b. | for Folder enter: \\s10\ | for Folder enter: \\s7\ |
| c. | click on Browse | click on Browse |
| d. | click & expand on the “+” next to S10 | click & expand on the “+” next to S7 |
| e. | scroll to groupshares | scroll to handins |
| f. | select it | select it |
| g. | click OK | click OK |
| h. | click on Finish | click on Finish |
4. You should now see the icon for that share point in My Computer. Double click to open it and scroll to the folder that you need.

NOTE: If this is a share point that you will be using a lot, you can create a shortcut to it on your desktop. This is your choice.

To make a shortcut on your desktop:

- right click on the icon
 - drag to Send to ‡ Desktop
- that’s it!