University of Houston Z Clear Lake

University Computing & Telecommunications

HOW TO MAP A NETWORK DRIVE - WINDOWS 10

- 1. Click on the Search button.
- 2. Click File Explorer.
- 3. Right click on This PC <u>OR</u> at the top of the menu ribbon, click on Map network drive icon.

	File Computer	View
🕿 OneDrive		
📃 This PC	Properties Open Bename	Access Map network Add a network
📃 Desktop		media - drive - location
Documents	Location	Network
Downloads		
Music		
E Pictures		
THE ACT I		
Videos		
Local Disk (C:)		
 Videos Local Disk (C:) DVD RW Drive (D:) i 		

- 4. Click on Map Network Drive.
- 5. Select a drive letter that isn't currently being used.



- 6. Type the following server name and folder path you were provided with. (example: <u>\\b3308-adm\Provost Office</u>)
- 7. Verify that the Reconnect at logon box is checked and click Finished.