

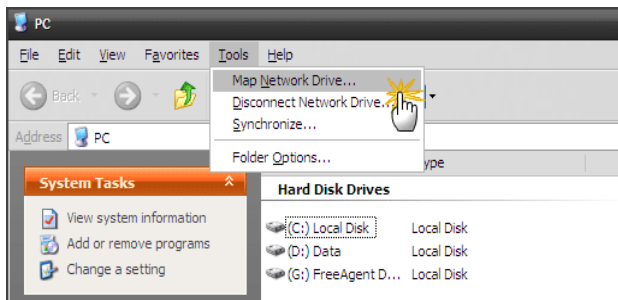
Don't blow up your computer!



Shortcuts and Mapped Drives (Part 4)

Drum roll please... this week's lesson is how to map a drive. We have discussed what a shortcut is and how it differs from a mapped drive. So now you need to know how to map a drive. Remember mapping a drive means to connect a local drive with a shared directory or folder on another computer. More than one computer may map their drives to this shared resource. This still falls under the category of "where's my stuff"?

1. To **connect a drive from My Computer**, click on *Start*, right-click *My Computer*, and then click *Explore*. (In Windows XP.)
2. If using Windows 7 right-click on Start, select Windows Explorer and right-click on Computer> Select Map Network Drive.



Windows XP on left with Windows 7 on right.

3. Select a drive from the dropdown that you want to use to connect to the shared folder. Use the UNC path to the shared folder. See the previous email that describes what this means. Or, you can *Browse* to the folder over the network.
4. Select *Reconnect at login* checkbox if you want the network drive to be connected permanently. Otherwise the drive you created will 'un-map' when you log out of the computer.
5. Clicking on Finish completes the mapping process.

