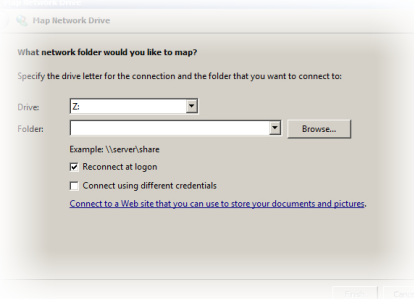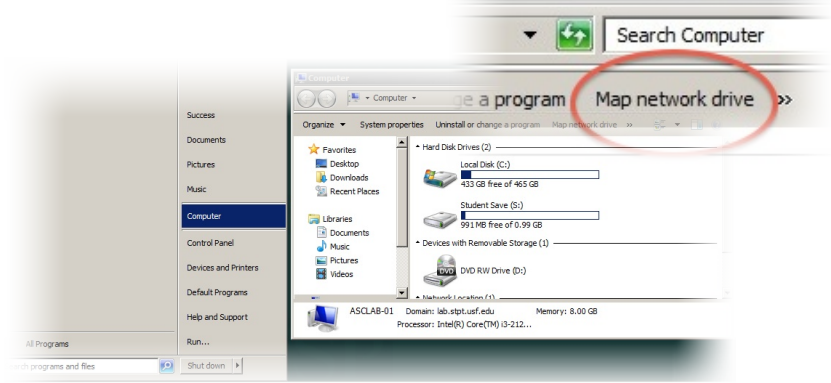# How to Map a Drive

Mapping a computer drive is a fast and easy way to share files with other computers in your network. Mapped drives can make shared work easier to collaborate and update.
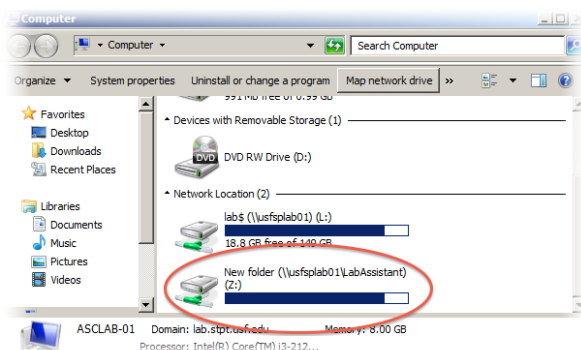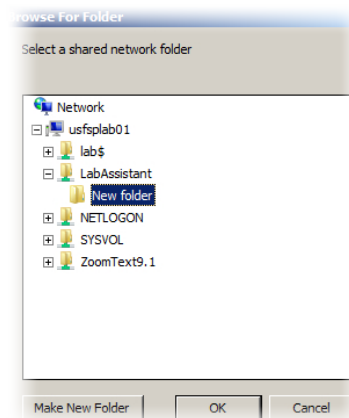
1.) From the **Start** menu, click **Computer** to bring up the folder that holds your drives.

2.) Click on **Map Network Drive** in the top toolbar to bring up the "Map Network Drive" dialog box.

3.) Assign any letter to your drive. This is how the drive will appear to other computers on your network. Also, be sure to **check** the "Reconnect at logon" if you would like the drive to stay connected.

4.) Click **Browse** to find the desired drive. You can open a folder by clicking the **+** symbol to find a subfolder. Highlight the drive that you want to map and click **OK**, then click **Finish**.

5.) To see your newly shared drive, open the **Computer** folder again and scroll down to "Network Locations."