How to Disconnect a Mapped Drive (Windows)

Find the My Computer icon on your desktop.

If the My Computer icon is not located on your desktop, follow these steps:

- Click on the Start menu in the lower left corner of your desktop.
- On the right side of the Start menu you will see the My Computer icon.

1. Double-click the My Computer icon; a window will open showing all available drives.

2. From View menu choose Tiles.

3. If you do not see a section labeled Network Drives, you have no drives mapped.

4. If you do see a section labeled Network Drives, you should see one or more icons there that represent mapped network drives (e.g., <Sharename> on Artemis).

5. Choose the icon representing the drive you wish to disconnect from and right click on it. Choose Disconnect from the menu that appears.

6. The icon will disappear from your Network Drives section and you will be disconnected from the drive.