How to Map a Departmental Network Drive (Windows)

Find the **My Network Places** icon on your desktop.

*If the **My Network Places** 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 Network Places** icon.

1. Right-click the **My Network Places** icon and choose **Map Network Drive...** from the menu that appears.

2. In the **Map Network Drive** window that appears, follow these steps:
   1. Do not change the letter that has appeared in the **Drive:** field.
   2. In the **Folder** field, enter the path to the drive you wish to map.

   In mapping your department drive, the pattern will be `\augustus\departments \<department name>\`

3. Click on **Finish** and the mapped drive will open.