How to Map a Network User 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 (e.g., \augustus\departments\cns\). (Sharename is typically your NetID.)

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