Mapping a network drive in Windows 7
IT Documentation Team (Reviewed August 2015)

Required information

Before you can map to a departmental network drive, you need to been granted permission to access the drive. Please contact the IT Service Desk with the following details:

- Full path to the shared drive e.g. \uoa.abdn.ac.uk\global\admin\dit
- Additional directories (if applicable, e.g. Service Management)
- Your username
- The username ID of the person authorising access (if known)
- Whether the access is to be Read Only or Read / Write access

Once permissions have been granted to the network share, it does not automatically appear in the drive list but needs to be mapped manually.

Mapping the Drive

- Open **Computer** – either by clicking on the Windows **Start** button and selecting **Computer** or by double clicking on the **Computer** icon on the desktop.
- Click **Map Network Drive**.
- Click the dropdown arrow in the **Drive** box and select one of the available Drive letters.
  **Note:** some departments allocate a letter to a specific drive, so it might be worthwhile checking the drive letter on a colleague’s PC.
- In the folder box, type the path to the network share.
  **Note:** Ensure that you proceed the filepath with \\
- Tick **Reconnect at logon**.
- Click **Finish**.

The network drive will open on your PC displaying the folders and files stored in that location. From now on, the drive will automatically be mapped each time that you logon to that PC. If you logon to a different PC, you will need to map the drive again.

Further Information and Help

Please contact the Service Desk: [https://myit.abdn.ac.uk](https://myit.abdn.ac.uk)