Windows 10 – Mapping a Network Drive

Required information

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

- Full path to the shared drive e.g. `\ua.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

1. **Navigate to This PC**
   - either by clicking the Windows Start button and typing This PC
   - or clicking the File Explorer icon on the taskbar, then This PC from the left menu

2. **Click Map Network Drive** in the top menu bar

3. 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 worth checking the drive letter on a colleague’s PC.

4. In the folder box, type the path to the network share.
   **Note:** Ensure that you proceed the filepath with `\\`

5. **Tick Reconnect at logon.**

6. **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 you logon to that PC. If you logon to a different PC, you will need to map the drive again.

If you require further information and help, please contact the Service Desk: [https://myit.abdn.ac.uk](https://myit.abdn.ac.uk)