

Windows 10 – Mapping a Network Drive

Required information



Before you can map to a departmental network drive, you need to have been granted permission to access the drive. Please complete the [Request Form](#) in MyIT with the following details:

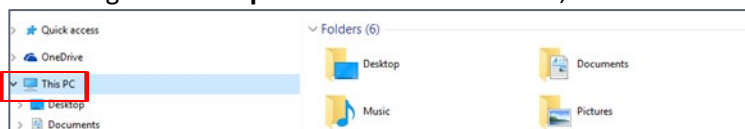
- Are you requesting for **you or someone else?**
- Your/their **username**
- Full path to the shared drive e.g. `\\uoa.abdn.ac.uk\global\admin\dit`
- Additional directories (if applicable, e.g. **Service Management**)
- Whether the access is to be **Read Only** or **Read / Write** access

Once permissions have been granted to the network share, it does not automatically appear in the drive list you need to map it manually. Your PC must be on the University network i.e. on campus or connected using Direct Access.

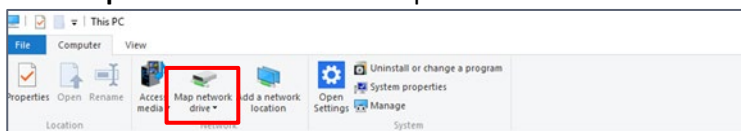
Mapping the Drive

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.

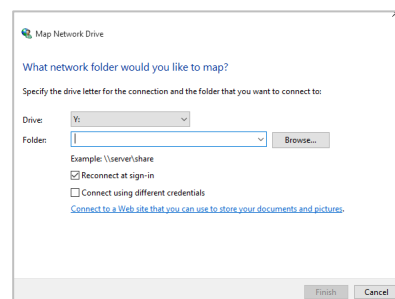
Note: some departments allocate a letter to a specific drive, so it might be worth checking the drive letter on a colleague's PC.

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

For further information and help, please use MyIT to contact the IT Service Desk: <https://myit.abdn.ac.uk>