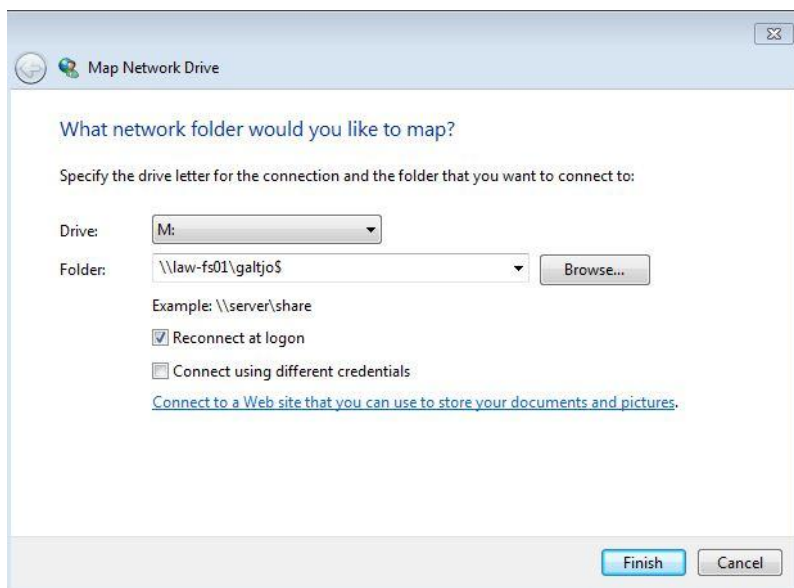# Mapping a Network Drive on a Law School Computer

Law school directories (shares) are located on the law school servers. The reference to the server in this help sheet is an example. You must know which server offers the resources you wish to access. Shares may be user directories, shared work directories, or applications.

How to Map a Drive

Go to **Start**, **Computer**.

In the **Computer** window, click "Tools" then "Map Network Drive."

The first **available** drive appears in the Drive: box.

Some drives have been designated for specific shared directory and applications use. Your personal share must be mapped to the M: drive. If a drive is in use by a specific application or directory it is not available. Click in Folder: and type in the path to the server and the name of the share you wish to map. All usernames are followed by a **$** as are most, but not all, shared directories. Make sure the Reconnect at Logon box is checked if you want the mapping to be permanent. Click "Finish". The mapped drive displays in the left window of My Computer.

Mapping a Drive to Access Shared Directories

The law school provides space on the server for shared directories. Shared directories allow users in a group to access the same materials. For example, law review students must map a drive to \\law-fs01\NMLR.