

How to Map a Network Drive

Before you start:

To map a shared folder such as department-wide network drive, you will need the link to that shared folder. The link may look like this: \\fscommon\misc09. If access to the shared folder is limited you may also need permission to be granted to you to access the shared folder. If the access to the shared folder is managed by ITSD, please have your supervisor submit an IT Request asking for you to have access to the specified folder.

By default, your COSA Desktop will map your H: drive. If you need to map the K: drive, you will need to:

1. Click on the **File Explorer** on the menu bar 
2. Click on **Computer** in the left-hand navigation menu
3. Click on **Map Network Drive** on the toolbar
4. Select the drive letter you want to use for the network folder. For department-wide shared drives, most departments use letter K. For other shared folders your team may have chosen a different letter - use the same letter as your colleagues. Then hit Browse or paste the link in the folder section.
5. Make sure that the **Reconnect at logon** box is CHECKED
6. Click the **Finish** button. When you're done, you should see the new drive letter under "This PC" and will be able to access its contents like you would any other folder. If you want to disconnect the network drive, right-click on it and select "Disconnect."

