

Mapping network drives

1. Double click on icon on desktop called NETWORK NEIGHBORHOOD or MY NETWORK CONNECTIONS or PLACES – (should be something similar to this).
2. Double click on ENTIRE NETWORK.
3. Double click on Microsoft Network – This should bring up your workgroup.
4. Double click on the workgroup – this should bring up all computers with shared drives on the network.
5. Double click on the computer you want to connect to – once you click on the other computer, it brings up all shared drives.
6. Single click on the drive you want to map – (example c: drive or c:)
7. With your mouse highlighting the drive, single click your right button. Click with your left button on MAP NETWORK DRIVE.
8. A window will pop up that will allow you to assign a drive letter to the other computer's drive. You can choose any letter that is available. Make sure that the box that says Reconnect At Logon is checked. This will make sure that this drive is mapped the same every time you turn on your computer. If you don't do this, you will have to remap the drive every time you want to connect.
9. Once you hit OK, this will map the drive.

Troubleshooting

- You will have to turn on the computer you are connecting to first when turning on your computers. If you do not see the network drive, turn the computers off and then turn them on in sequence. Make sure to turn the computers off. Do not just reboot. This may not work to make them connect.

Turn the main computer on first, then all other computers connecting to it after. Make sure the main computer is all the way up and booted before turning other computers on.

- If you do not see the other computers in network neighborhood when you search for drives, you may have to turn the computers off and on to make sure that they can see each other.