

How to Map a Network Drive

Last Update: 09/22/2010

It is often convenient to have an icon on the Desktop or on the Windows Quick Launch Bar which, when clicked, provides access to Vol1 on your building server or some other network resource. These types of objects are called shortcuts. Network drive shortcuts are a special type of shortcut wherein the shortcut itself has a drive letter associated with it. On the drive list in My Computer it will look like any other disc drive and can be accessed in the same way as any other drive.

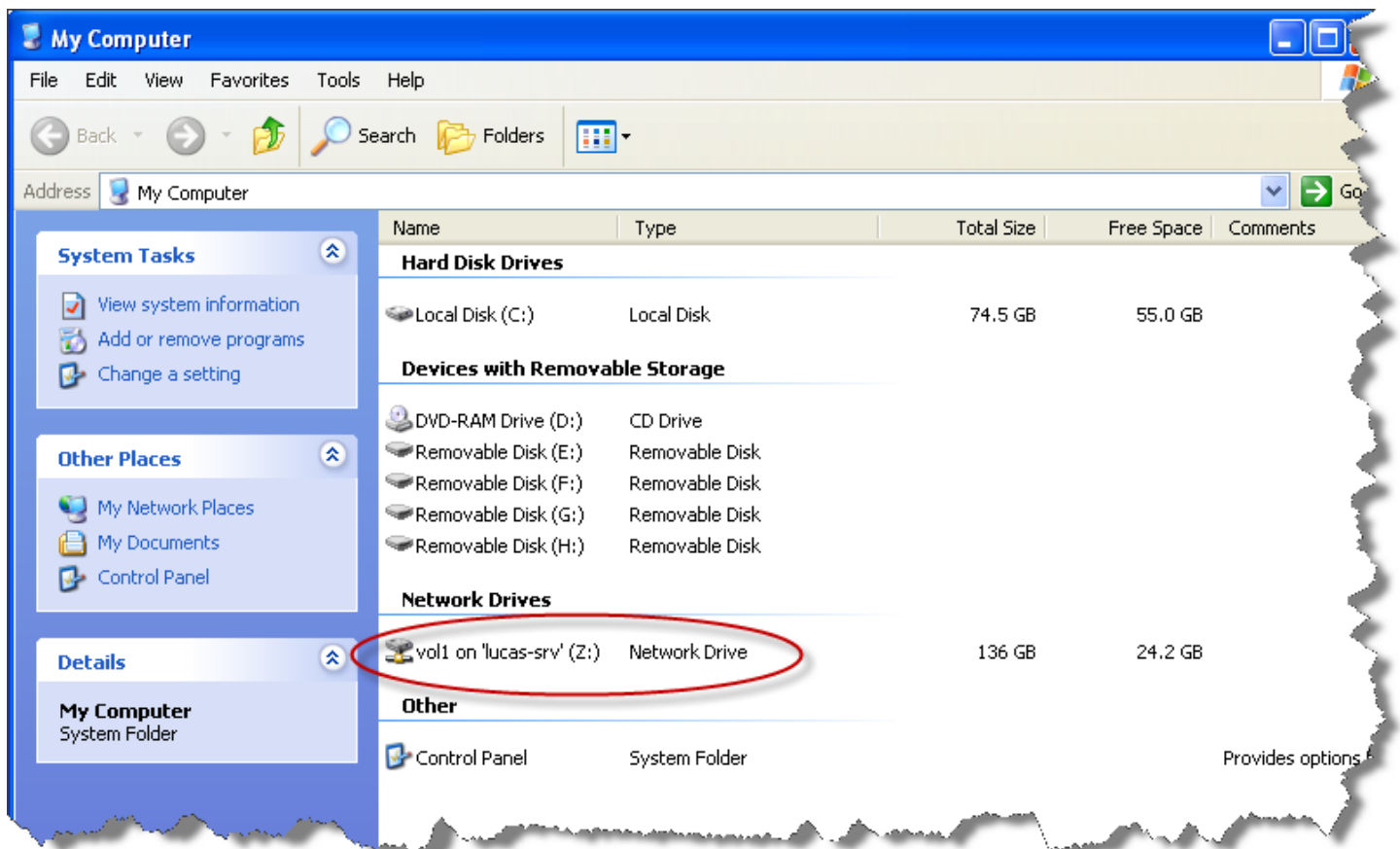
Shortcuts are fairly simple to create and the process does not require administrative privileges. Any user can create a shortcut to a network drive or other resource.

It is **IMPORTANT** to remember, however, that shortcuts are unique to each user account on the computer. Shortcuts created by one user on his/her desktop, for example, do not appear on the desktop for any other users of the computer. If shortcuts are desired for all users of a computer, they must be created individually for each user.

The following example describes how to map a shortcut to the Vol1 folder on your building server. Stated another way, this is how to **map a network drive**.

First, decide which drive letter you would like to have associated with Vol1. In the ICCSD network the preference is to map Vol1 to drive Z. If drive Z is already assigned to some other resource then you will need to choose another drive letter or remove the existing drive mapping.

Open My Computer by double clicking on the **My Computer** icon on your Desktop.



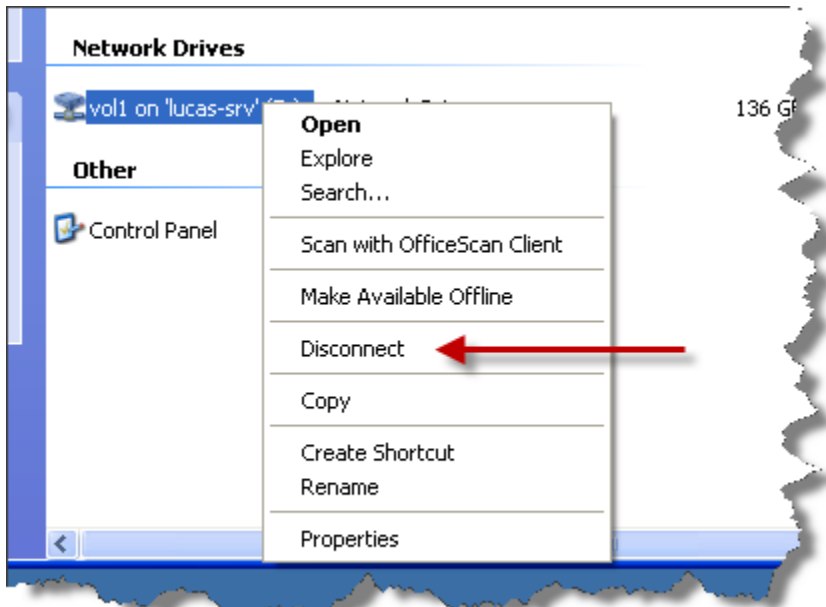
Look in the section entitled **Network Drives**. If drive Z is already mapped to a network resource then you will see an entry that looks like the one above: "vol1 on 'lucas-srv' (Z:)". If there are no mapped network drives on your computer then there will be no **Network Drives** section at all.

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To remove a network drive mapping:

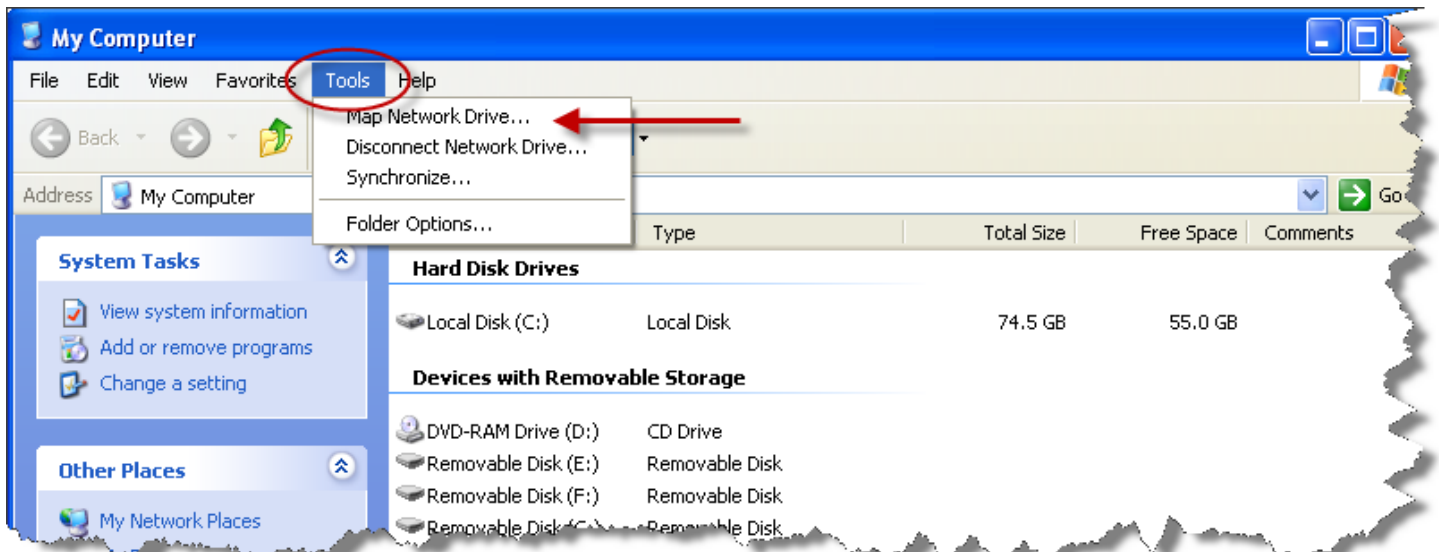
RIGHT click on the mapped drive to display a context menu that looks like this:



LEFT click on the Disconnect option. The My Computer window will redisplay and the drive mapping for drive Z will have disappeared. Again, if there are no other mapped network drives on your computer then you will see no **Network Drives** section at all.

To map a network drive:

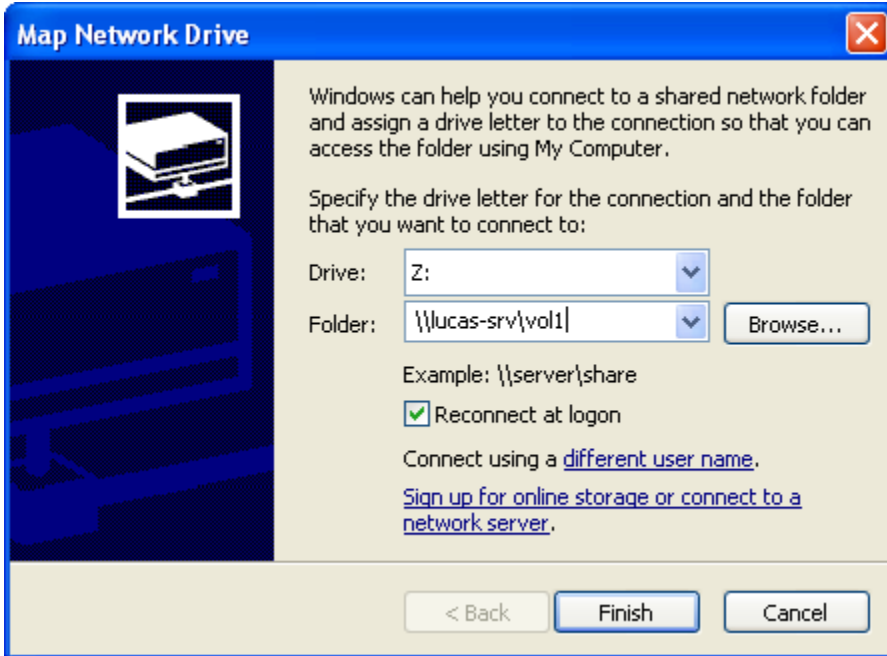
Open My Computer and click the Tools option on the Menu Bar at the top of the screen. This will display a context menu like the one show below.



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In the context menu, click on **Map Network Drive** to display the Map Network Drive dialog box.



In the **Drive** dropdown list, use the down arrow to select your drive letter of choice. In our example, we want to use the letter Z. For a network drive mapping you must choose a letter that is H or higher in the alphabet.

In the **Folder** box, type 2 back slashes, followed by your building server name, followed by 1 back slash, followed by the folder name. In our example, the folder name would be 'vol1' (without the quotes). This folder name is also referred to as a 'share' on a network drive. Note that the information in this box is not case sensitive so it doesn't matter whether you use all caps, all lowercase, or some combination of the two.

Hints and Helpers

- Don't confuse the *backslash* with the *forward slash*. The backslash is the key directly above the Enter key. The forward slash is the key to the left of the Shift key (with the question mark as the shift state).
- Your *building server name* is your school name followed by '-srv' (without the quotes). In our example, we are using Lucas so the building server name is 'lucas-srv'. Some building names must be abbreviated. Refer to the table below for building server names.

Check the box labeled **Reconnect at Logon**.

Click the Finish button.

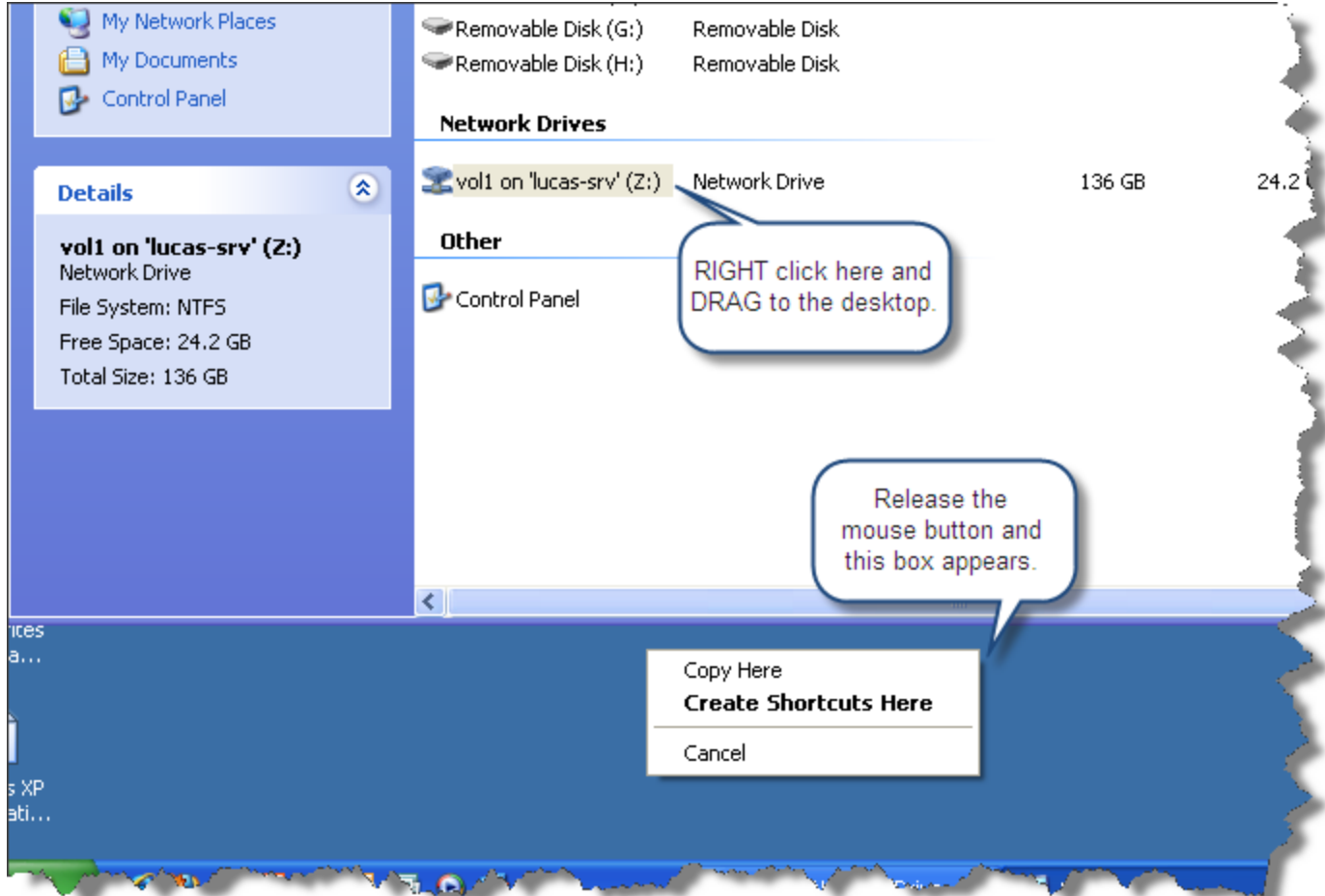
That's it. Now drive Z, mapped to Vol1 on your building server, should show up in My Computer. Note that a window may open up to display the contents of Vol1. Simply close that window.

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Create a shortcut to Vol1 on your desktop

Open My Computer and LEFT click on drive Z to highlight it. With the cursor hovered over the highlighted entry for drive Z, press and hold down the RIGHT mouse button while moving the mouse to an open area on the Desktop, and then release the mouse button. This will display a context menu like the one shown below.



In the context menu, click on **Create Shortcuts Here** to place your shortcut on the Desktop. If you wish, you can change the name of the shortcut by RIGHT clicking the shortcut and selecting **Rename**.

Create a shortcut to Vol1 on the Quick Launch Bar

Follow the instructions above for creating a shortcut on the desktop, but drag to the **Quick Launch Bar** instead of the **Desktop**.

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Building	Server
City High	City-srv
West High	West-srv
Tate High	Tate-srv
North Central Jr High	NC-srv
Northwest Jr High	NW-srv
Southeast Jr High	SE-srv
Coralville Central	Corcen-srv
Garner	Garner-srv
Hills	Hills-srv
Hoover	Hoover-srv
Horn	Horn-srv
Kirkwood	Kirkwood-srv
Lemme	Lemme-srv
Lincoln	Lincoln-srv
Longfellow	Longfellow-srv
Lucas	Lucas-srv
Mann	Mann-srv
Penn	Penn-srv
Roosevelt	Roosevelt-srv
Shimek	Shimek-srv
Twain	Twain-srv
VanAllen	Vanallen-srv
Weber	Weber-srv
Wickham	Wickham-srv
Wood	Wood-srv
CAO	CAO-srv