

How to Map a Drive

(Make sure you are logged onto the network.)

1. **Right** click on **My Computer** or **My Network Places**.
2. Go to *Map Network Drive*.
3. For *Drive*, accept first available letter, except g:. I usually choose H:.
4. For folder, type in `\\stevenms-bdc\common`. Check *Reconnect at logon*.
5. Click OK.
6. If you don't have a folder with your name, go to **File, New Folder**. Name the folder. Example: JJameson. This is where you can back up and store your documents and other files.