


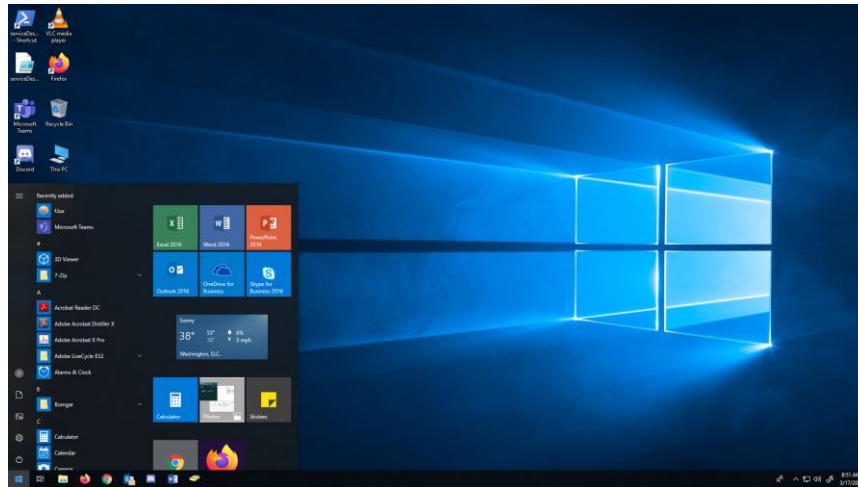
Mapping a Shared Drive

To access files on a shared drive, it must be mapped.

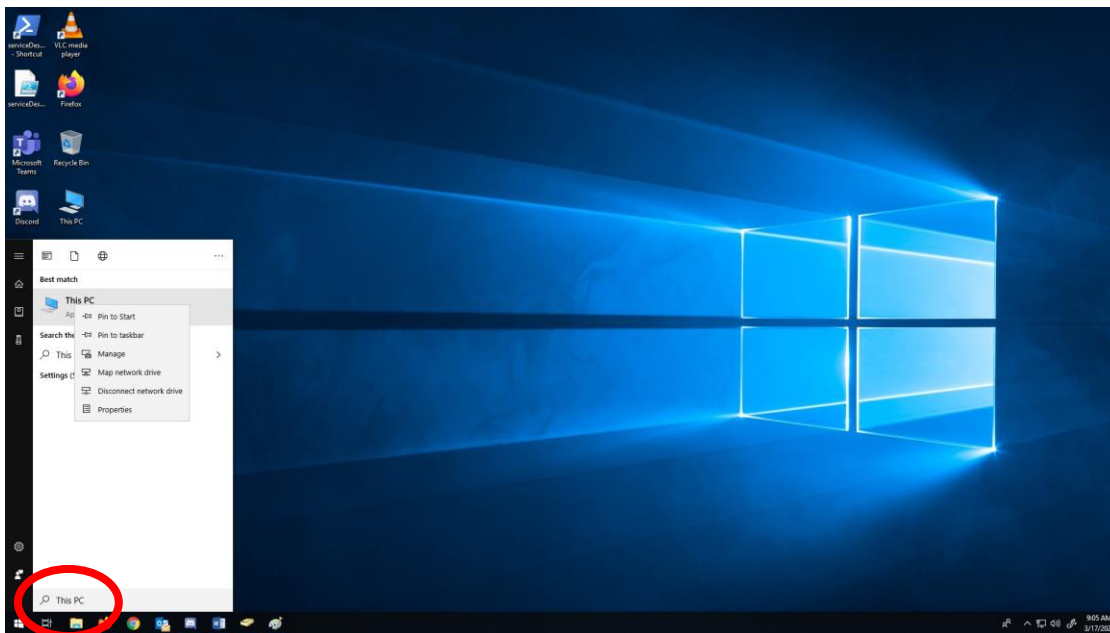


Try It Out

1. Click the Start button  to display to display the Start Menu.

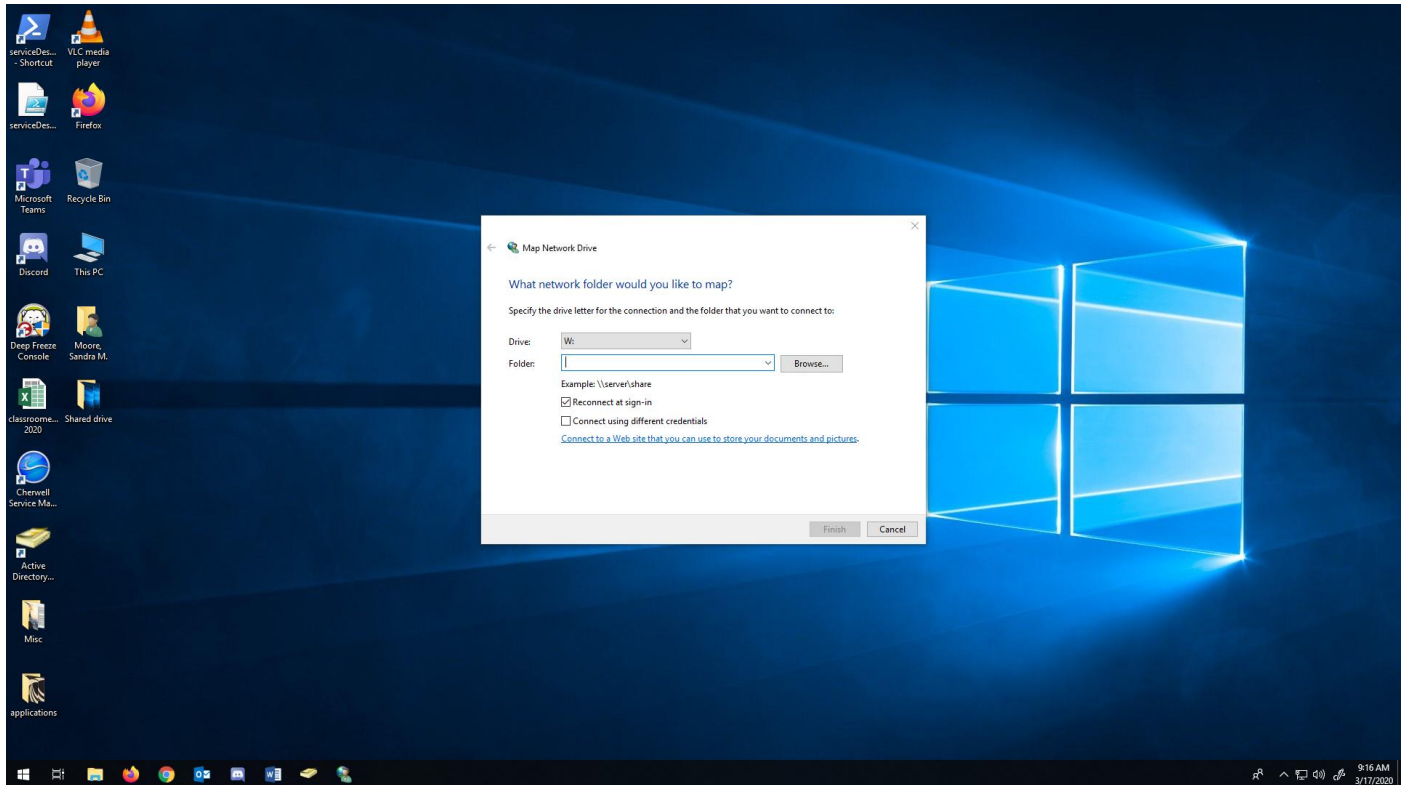


2. Type the following: "This PC"



- Please note: You will not be able to see a location where you can type but as soon as you begin to type you will see a white bar with a blinking cursor.

3. Right click “This PC” and select “Map network drive”
4. Another window will appear and this is where you must type your shared drive’s name in the following format: [\\servername\sharename](#)



5. Make sure to click “Reconnect at sign in”, so that you will not have to do this again after powering on the computer.
- **IMPORTANT**: You are only able to map to drives that you have been given permission to access.
6. Click next and your mapped drive will display in a new window.

If you are unsure how to locate your mapped drives, please call the IT Service Desk at 864-646-1779.

- Due to anticipated high call volumes, service may be expedited by sending a list of essential drives via email to servicedesk@tctc.edu