How to Map a Network Drive

Mapping a network drive on the E&H network is extremely helpful when you have to repeatedly collect data from the same network location. In order to map a network drive you will need to be logged into the college network.

There are two ways to map a network drive. The first way assumes you know the server name and folder name of the mapped location. The second lets you search for the server and folder.

Mapping a Drive by Name

1. Right -click on Network Neighborhood (or My Network Places) and select Map Network Drive.
2. Enter the path of the folder to be mapped, i.e., //EHCPDC/prof_share
3. Select a drive letter that is not currently in use.
4. Click OK.

Mapping a Drive by Searching

Note: You will still need to know where the folder is located on the network.

1. Double-click on Network Neighborhood (or My Network Places)
2. Select Entire Network
3. Select Microsoft Windows Network
4. Select EHC
5. Double-click on the server where the folder is located, i.e. EHCPDC
6. Locate the folder to be mapped, i.e., prof_share
7. Right-click on the folder and select Map Network Drive
8. Select a drive letter that is not currently in use.
9. Click OK.