

## How to map Personal Network Drives

From any Explorer window, click Tools and select Map Network Drive

Map Network Drive			
	Windows can help you connect to a shared network folder and assign a drive letter to the connection so that you can access the folder using My Computer. Specify the drive letter for the connection and the folder that you want to connect to:		
	<u>D</u> rive:	Y:	×
	F <u>o</u> lder:	\\10.34.4.31\users\d	Browse
		Example: \\server\share Reconnect at logon	
	Connect using a <u>different user name</u> .		
		Sign up for online storage or network server.	<u>connect to a</u>
		< <u>B</u> ack Finish	Cancel

From the **Drive:** dropdown box, select any letter (preferably **Z**:). In the **Folder:** field, type \\**10.34.4.31\users\D#** 

Click **Finish.** If prompted for a username and password, your username is **dvuadmin\D#** and the same password you use to log into the computers.

If your user folder cannot be found, it may have not been created yet. In this case, please contact the Help Desk at 713-973-3090 to have your personal network folder created.