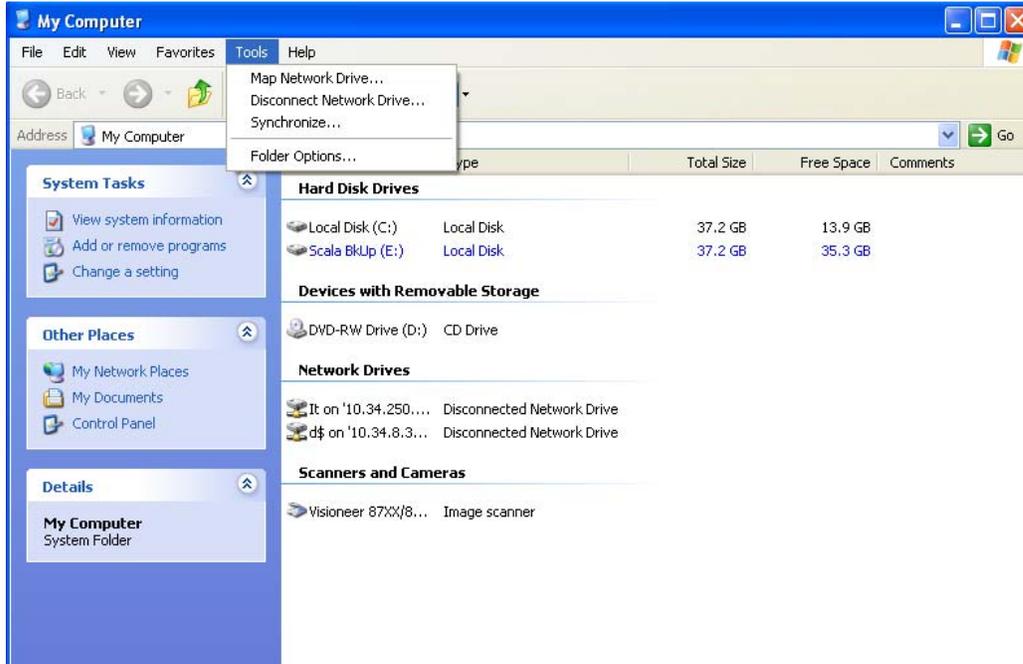
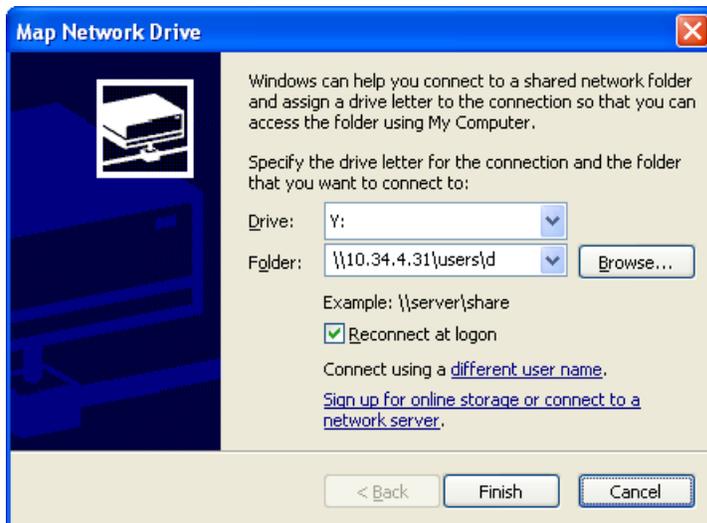


How to map Personal Network Drives



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



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.