

These are instructions to map a Network Drive to a Server share.

Open 'My Computer'

Click on 'Tools', select 'Map Network Drive'

Select a free letter from the 'Drive:' drop-down menu

Click in the 'Folder:' text box and type in the Share Name in this format:
\\Servername\sharename

Click in the 'Reconnect at logon' checkbox to make the connection persistent

Click Finish

Usually a new window will open to the shared drive to verify the connection.