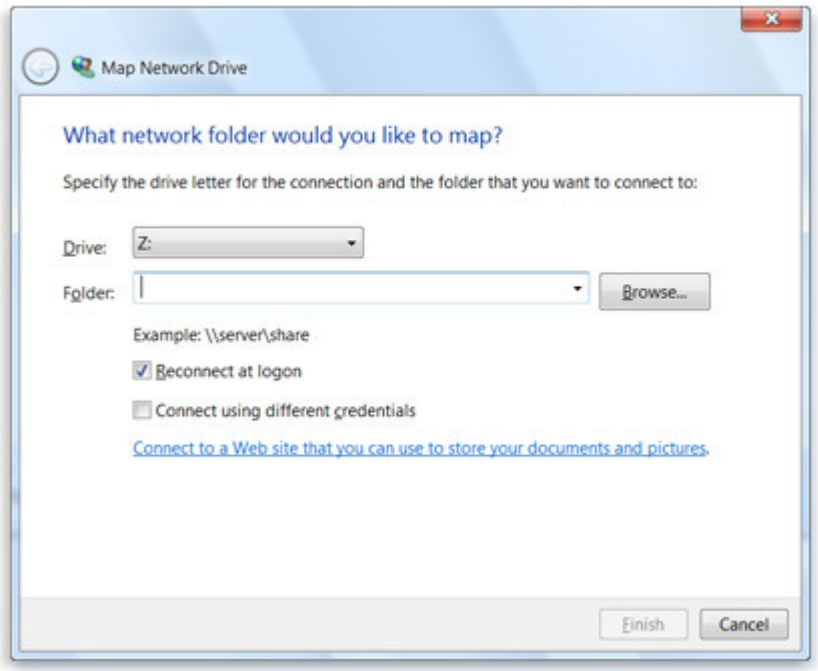
Create a shortcut to (map) a network drive

Windows 7

When you create a shortcut to a shared folder or computer on a network (also called **mapping** a network drive), you can get to it from Computer or Windows Explorer without having to look for it or type its network address each time.

1. Open Computer by clicking the **Start** button, and then clicking **Computer**.

2. Click **Map network drive**.



The Map Network Drive dialog box

3. In the **Drive** list, click a drive letter.

   You can choose any available letter.

4. In the **Folder** box, type the path of the folder or computer, or click **Browse** to find the folder or computer.

   To connect every time you log on to your computer, select the **Reconnect at logon** check box.

5. Click **Finish**.

   Your computer is now connected, or **mapped**, to the network drive.

Note

If you can't connect to a network drive or folder, the computer you're trying to connect to might be turned off or you might not have the correct permissions. If you can't connect, contact your network administrator.

You can also create shortcuts to Internet locations, such as websites or FTP sites. Here's how to do that:

1. Open Computer by clicking the **Start** button , and then clicking **Computer**.
2. Right-click anywhere in the folder, and then click **Add a network location**.
3. Follow the steps in the wizard to add a shortcut to a location on your network, a website, or an FTP site.

Need more help?

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