

Technical Instructions: Connecting/Reconnecting the W: Drive and Accessing PM SharePoint

Overview

This document provides step-by-step instructions for reconnecting the W: drive, accessing the PM SharePoint via Microsoft 365 Copilot, and adding the site to your Edge browser favorites and Windows taskbar for quick access.

Section 1 (Best Method): Connect and map drive

To connect/reconnect the W: drive, follow the steps below:

1. Access the PM SharePoint Site

- Click the following link: [PM Sharepoint](#)
- If prompted with a security warning, click **Yes**.

2. Follow the SharePoint Site

- Click the “Not Following” link/star at the top of the page, it will change to “Following” this will add shortcuts to the site in M365 and all office applications, such as Excel & Word.

3. Open in File Explorer

- On the SharePoint site, click the “**All Documents**” dropdown from the top toolbar.
- Select “**View in File Explorer.**”
- This will open the SharePoint directory directly in File Explorer.

4. Right click on “This PC” in File Explorer

- Select “**Map Network Drive**”
- From the Drive: dropdown select “**W**”
- For Folder, copy and paste this into the box:
\\versnell.sharepoint.com@SSL\DavWWWRoot\Sites\ProjectManagement\Project Management
- Ensure Reconnect at sign-in is checked
- Hit finish

5. Verify W: Drive Access

- Check if the **W: drive** is accessible via File Explorer.

Section 2: Reconnect the W: Drive

To connect/reconnect the W: drive, follow the steps below:

1. Access the PM SharePoint Site

- Click the following link: [PM Sharepoint](#)
- If prompted with a security warning, click **Yes**.

2. Follow the SharePoint Site

- Click the “Not Following” link/star at the top of the page, it will change to “Following” this will add shortcuts to the site in M365 and all office applications, such as Excel & Word.

3. Open in File Explorer

- On the SharePoint site, click the “**All Documents**” dropdown from the top toolbar.
- Select “**View in File Explorer.**”
- This will open the SharePoint directory directly in File Explorer.

4. Verify W: Drive Access

- Check if the **W: drive** is accessible via File Explorer.
- *Note:* It may take a few minutes for the drive to appear.

5. Reboot if Necessary

- If the W: drive does not reappear, **restart your computer** to force the drive to re-map.

Section 3: Access PM SharePoint via Microsoft 365 Copilot

To access the PM SharePoint through the M365 Copilot application:

1. Launch the M365 App

- Use the Windows **Start Menu** search bar to find and open the **M365** app.

2. Sign In

- Log in using your current **Microsoft 365 credentials**.
- *Note:* If this is your first login, setup may take several minutes.

3. Navigate to Project Management

- In the M365 application, select **OneDrive** from the left-hand toolbar.
- Under **Quick Access**, select **Project Management**.

4. Pin M365 for Future Access

- When prompted, allow M365 to pin shortcuts to your **Start Menu** and **Taskbar**.
 - Alternatively, right-click the M365 app icon in the **Windows Taskbar** and select **“Pin to taskbar.”**
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Section 4: Add PM SharePoint to Favorites in Edge

To quickly access PM SharePoint using Microsoft Edge:

1. Navigate to the **PM SharePoint** site in Edge.
2. Click the **star icon (☆)** in the address bar.
3. Choose **Favorites Bar** as the save location (Or another folder of choice).
4. Click **Done**.
5. Select the three dots at the top right of edge and select “Favorites” then select the three dots
6. Then select “Show favorites bar” and choose always

Need Help?

If you encounter any issues, please open a support ticket [HERE](#).