Process

For

Drive Mapping

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Version 1.0

Dated 11/12/14

TABLE OF CONTENT

1. **DOCUMENT HISTORY**

This Document is subject to change control and as such any amendments must be carried out

Through the document change management process and all approvers must be agree on

proposed amendments .

Document Version	SOP Name	Revision Date	Title	Created By
V.1	DTLT005	11/12/14	Drive Mapping	Nishant

2. **REVIEWER**

This document should be reviewed by the following reviewers:

Name	Title	Review Date
Ayushman Sinha	Corporate IT Head	11/12/14

3. **APPROVER**

This document requires following approvals.

Name	Title	Review Date
Ayushman Sinha	Corporate IT Head	

2. <u>**DOCUMENT OVERVIEW**</u>

2.1 Scope

This document will cover all the steps require to connect/disconnect the network drive.

2.2 Purpose

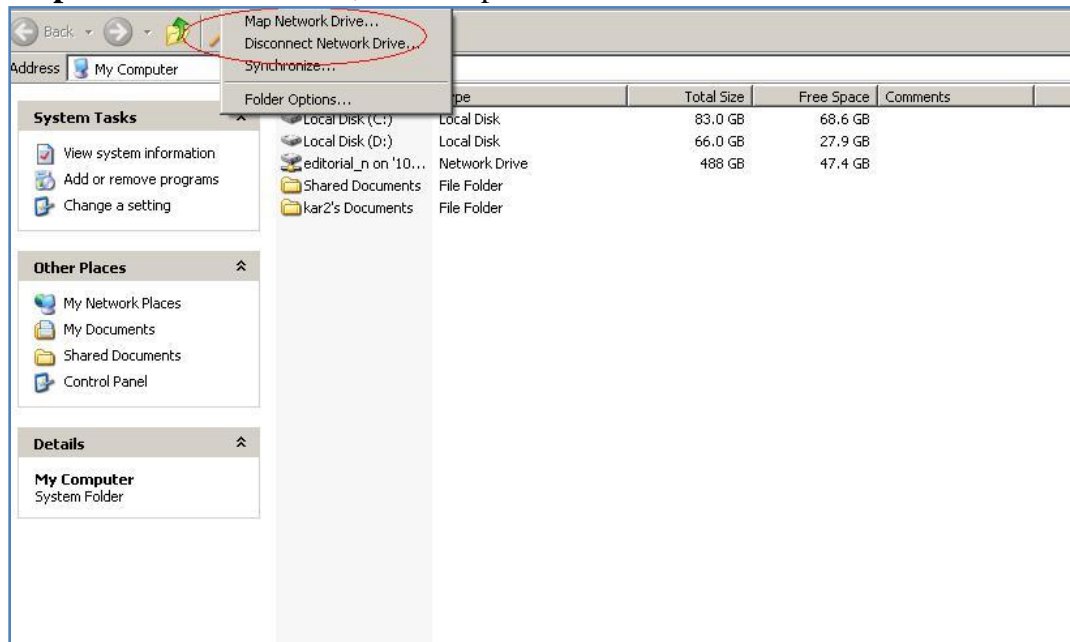Users\Officers able to map shared drive.

2.3 Prerequisites
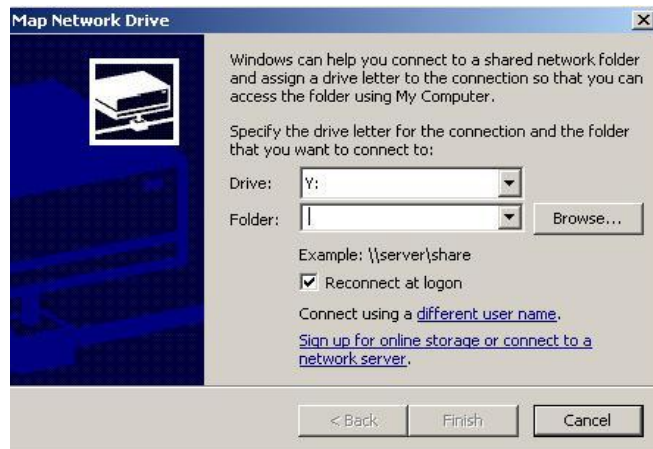
No prerequisites required for this.

3. **PPROCEDURES**

Process for Drive Mapping:
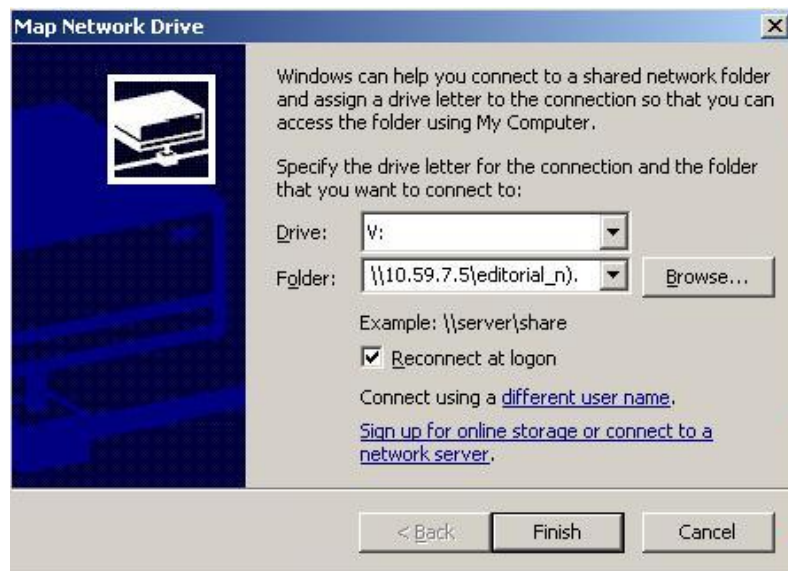
Step1 Open the my Computer

Step2 On the Tools menu, click Map Network Drive.

Step3 A new Map Network Drive window will be open.

Step4 in the Map Network Drive window, choose an available drive letter from the dropdown list located next to the "Drive:" option. Any drives already mapped will have a shared folder name displayed inside the dropdown list.
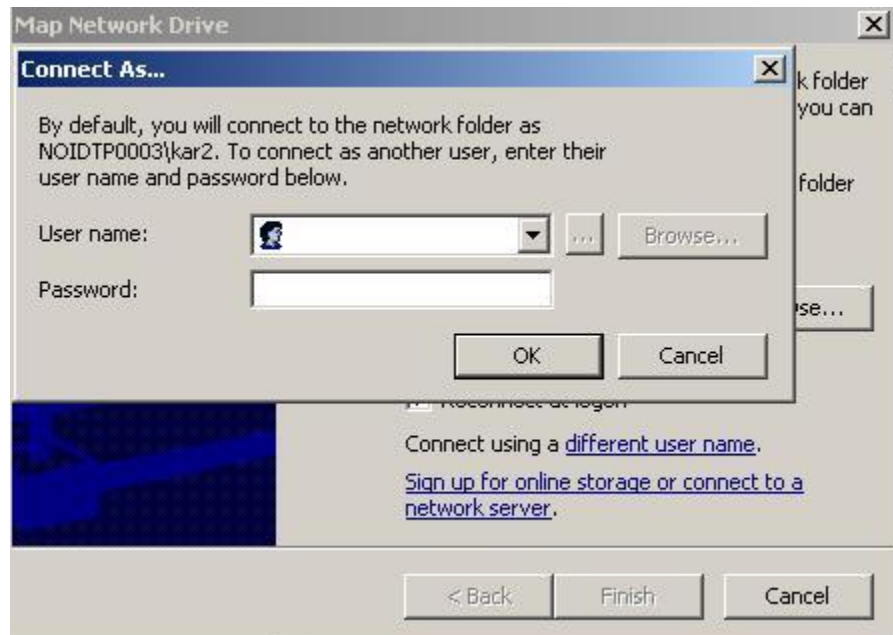

Step5 In the Folder box, type the path for the server and shared resource (in the following format: \\server name or IP\share name e.g. \\10.59.7.5\editorial_n). You can also click Browse to find the computer and shared resource.
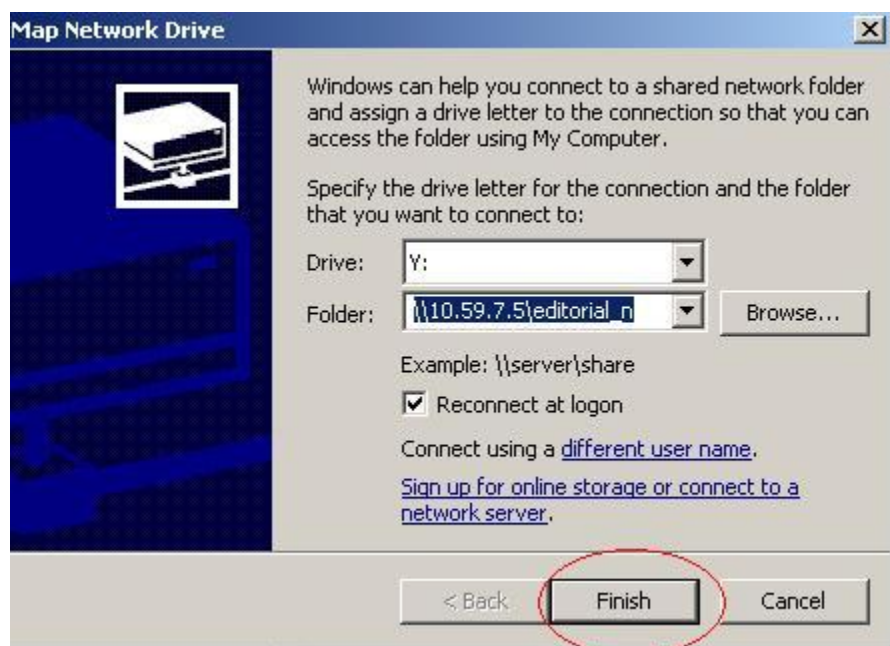
Step6 Click the "Reconnect at login" checkbox if this network drive should be mapped permanently. Otherwise, this drive wills un-map when the user logs out of this computer.

Step7 If the remote computer that contains the shared folder requires a different username and password to log in, click the "different user name" hyperlink to enter this information.

Map Network Drive

Connect As...

By default, you will connect to the network folder as NOIDTP0003\kar2. To connect as another user, enter their user name and password below.

User name:

Password:

OK   Cancel

Connect using a different user name.

Sign up for online storage or connect to a network server.

< Back   Finish   Cancel

Step8 Click on Finish.

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:

Drive: Y:

Folder: \\10.59.7.5\editorial_n   Browse...

Example: \\server\share

☑ Reconnect at logon

Connect using a different user name.

Sign up for online storage or connect to a network server.

< Back   Finish   Cancel

Step9 If the drive letter was previously mapped to a different location, a message box will appear asking to replace the current connection with the new one. Click Yes to disconnect and un-map the old mapped drive.

Step10 if the Finish operation succeeds, the network drive will be mapped. If the network drive cannot be mapped, ensure the folder name is spelled correctly, that this folder was correctly set up for sharing on the remote computer, that (if necessary) the correct username and password have been entered, and that the computer network connections are functioning properly.

Process for disconnect the mapped drive:

1. Open My Computer.

2. Right-click the icon for the mapped drive and choose Disconnect.

Note: You can also go to the Tools menu choose Disconnect Network Drive. This will display a list of the drives that may be disconnected.

5. REFERENCES:

After that check, if the same has been configure successfully

If not, feel free to contact IT Helpdesk in case of any technical issue