University of Edinburgh

Library Systems Department

Mapping to J: Drive

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1 Document Control

1.1 Amendment History

Version	Date	Description	Initials
1.0	15/11/99	Current Version	LMc

1.2 Filename Path

Document can be found at the following path:

\\lib-srv4\images\systems\training\train0014.doc

2 Introduction

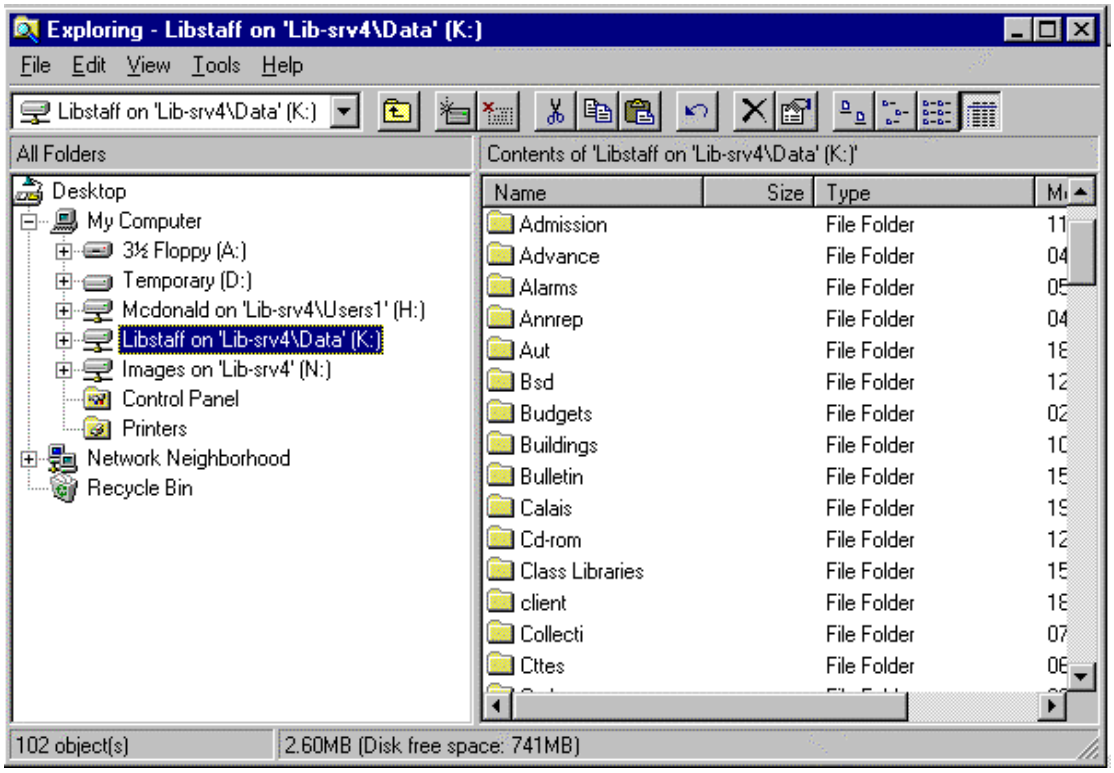
This document will allow users to map to J: drive, enabling them to access files.

3 Pre-Requisites

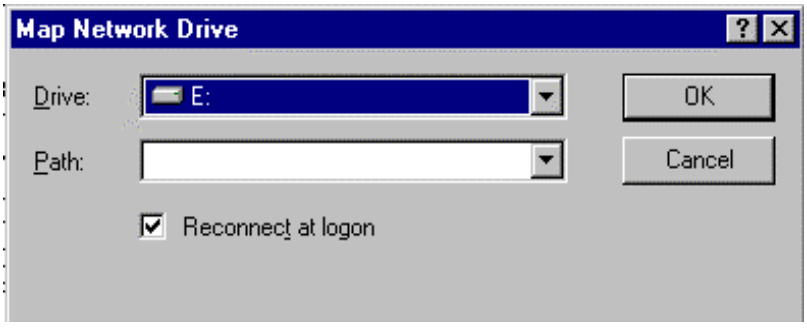
A computer loaded with the Common Desktop image.
Details of the drive you want to map to.

4 Step by Step Instructions

1. Log onto your PC using your personal login and password.
2. From the Common Desktop click on **Network Neighbourhood.** The screen should show as follows.



Click on the button to map the drive. The following screen will appear



Click on the down arrow to the right of **Drive** and scroll down until you see drive **J:** then click on it.

Click in the box next to **path** and type the following

\\LIB-SRV4\DATA\DIVISION\LIAISON\"Your faculty"

(ie - Medicine, music etc)

Ensure that there is a tick in the **Reconnect at login** box. If there isn't, click on the box and one should appear then click on okay.

Drive J should now be in the list of drives in the lefthand box.

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