Add a Network Location

To add a SharePoint folder as a network location in Windows Explorer, follow these steps:

1. Open Windows Explorer.
2. In the left navigation pane, right-click **Computer**.
3. Choose **Add a network location**.
4. In the dialog box that opens, click **Next**.
5. Click **Choose a custom network location**. Click **Next**.
6. In the **Internet or network address** box, paste the URL of your SharePoint folder. Click **Next**.
7. Type a name that you will recognize — e.g., **SharePoint Docs**. Click **Next**.
8. Click **Finish**. Your folder now appears in the left navigation pane, under Computer.