

## Connect a drive from My Computer or Windows Explorer

1. To connect a drive from My Computer, click Start, right-click My Computer, and then click Explore or type in the address bar the desired location.
2. To connect a drive from Windows Explorer, right-click Start, and then click Explore or type in the address bar the desired location.
3. On the Tools menu, click Map Network Drive.
4. In the Drive box, click a drive letter.
5. In the Folder box, type the full path for the server and shared resource in the following format: \\server name\share name. You can also click Browse to find the computer and shared resource.

**Note:** If we use an example shared resource that is displayed on colleagues' PC in explorer like: T: data on Life\_ops\_27bath03\ops\_data01\data\shared\cslifeit is translated to format: \\Life\_ops\_27bath03\ops\_data01\data\shared\cslife\data