Map drive – Using windows option:

Note: Take the details of the PC drive details about network drive which you want to connect.

1. Start Windows Explorer.
2. Click on Tools > Map network Drive. You will then get a dialogue box up which requires some details.
3. Select a drive letter from the list.
4. Click in the next box down that says 'Path' or "Folder".
   The below drive example will need to be slightly translated, but this is quite simple.
   E.g.: T: data on Life_ops_27bath03\ops_data01\data\shared\cslifeTranslates
   to:\\Life_ops_27bath03\ops_data01\data\shared\cslife\data
5. Type in the drive path and make sure that the box 'Reconnect at next log on' has a tick in it.
6. Click OK.
7. If it asks for a user name and password (and is for a different server than that which the person normally uses) put in ID and password that you have been given by security.