In order to map network drives on a Windows PC please do the following:

- Right-click on the “My Computer” or “Computer” icon on your desktop and select “Map Network Drive…” from the resulting menu.
  (Note: Some PCs in Lecture theatres & Class Halls have a desktop icon to do this)
- A new window titled “Map Network Drive” will appear.

- From the “Drive:” pull-down list, select the drive letter you wish to use. (Note: Drive letters already in use will not be available)
- In the “Folder:” path, type in the name of the share you wish to map. (Note: User shares “x drives” are in the format \staffdata.ad.mucampus.ie\staff\username) 
  - e.g. \staffdata.ad.mucampus.ie\staff\department_share, \staffdata.ad.mucampus.ie\staffS\jbloggs
- If you wish to have this drive connect automatically every time you logon, then ensure the “Reconnect at logon” box is ticked otherwise the drive will disconnect when you logoff.
- When prompted for your MU login credentials, enter MUCAMPUS\username in the space provided for your username and then enter your usual MU password.
- You now should be connected to your network drive.