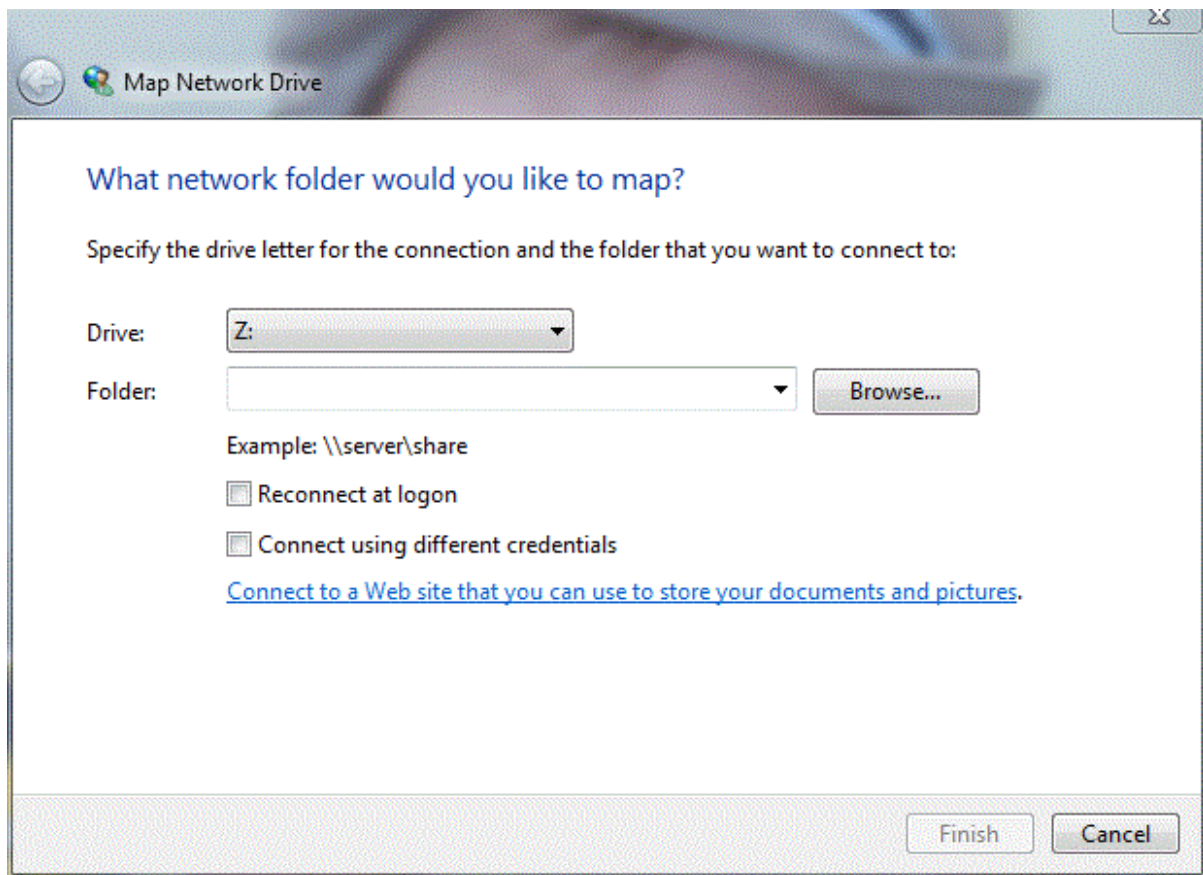


## Mapping a Network Drive in Windows

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\staff\$\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.