How to - map user or shared network files

1. OPEN FILE EXPLORER

2. On the left tab Right Click on – This PC

3. Click – Map network Drive
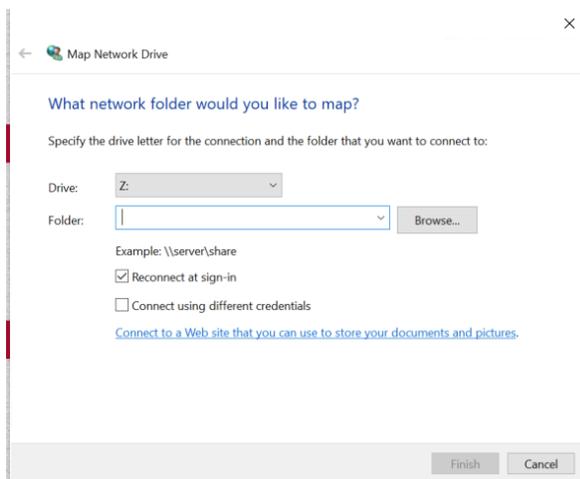
Note: Make sure to check box "Reconnect at sign-in"

4. In the Drive list, click on the drive letter you want to use (There is no restrictions on which Drive Letter you use). *I used "Z".

5. In the Folder box, type the path of the location to the Personal folder or Shared folder.

\\unmcifs.unm.edu\unmg\Share\folder name

\\unmcifs.unm.edu\unmg\USR\user name

6. Click Finish.

7. Repeat for any other shared drives.