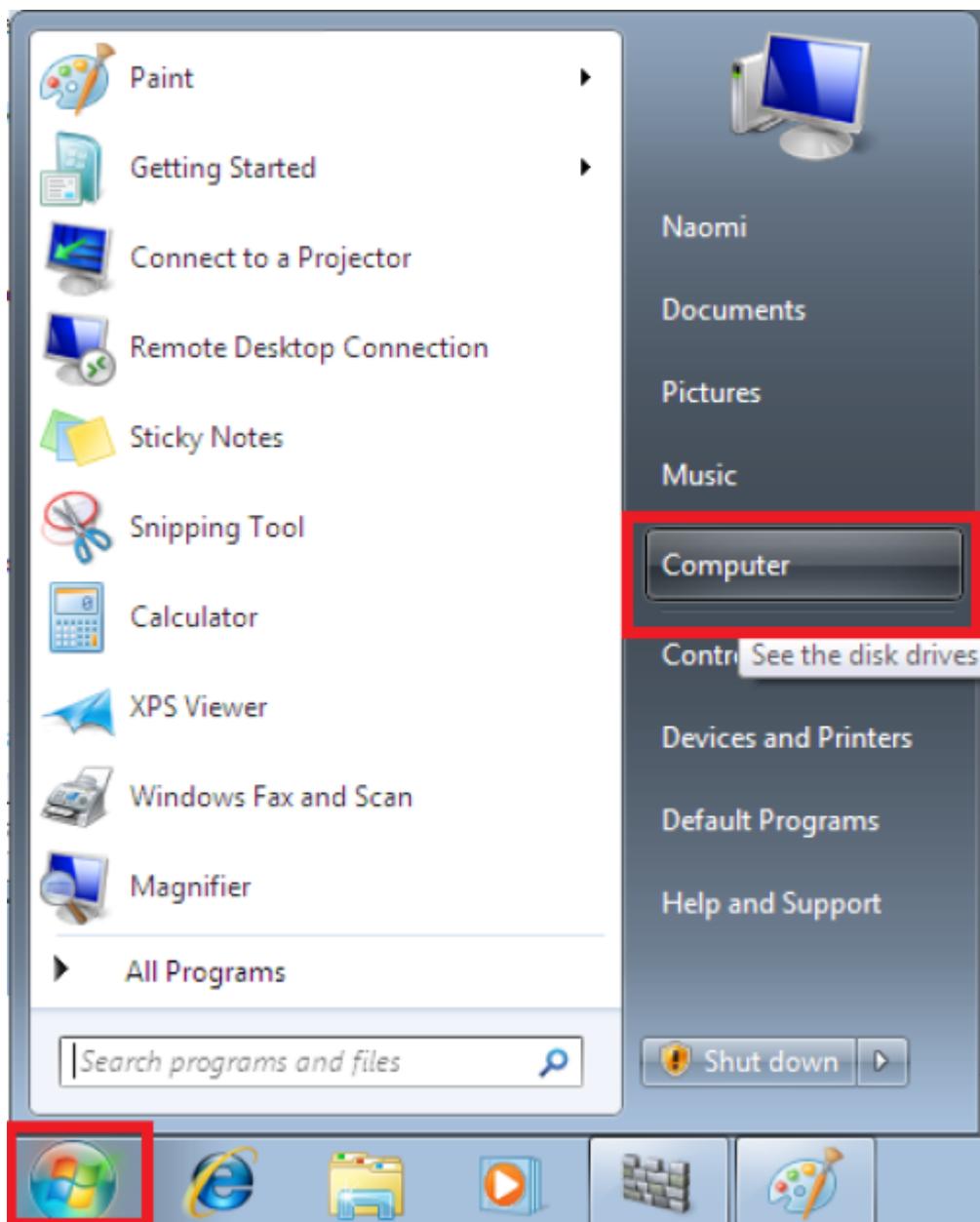


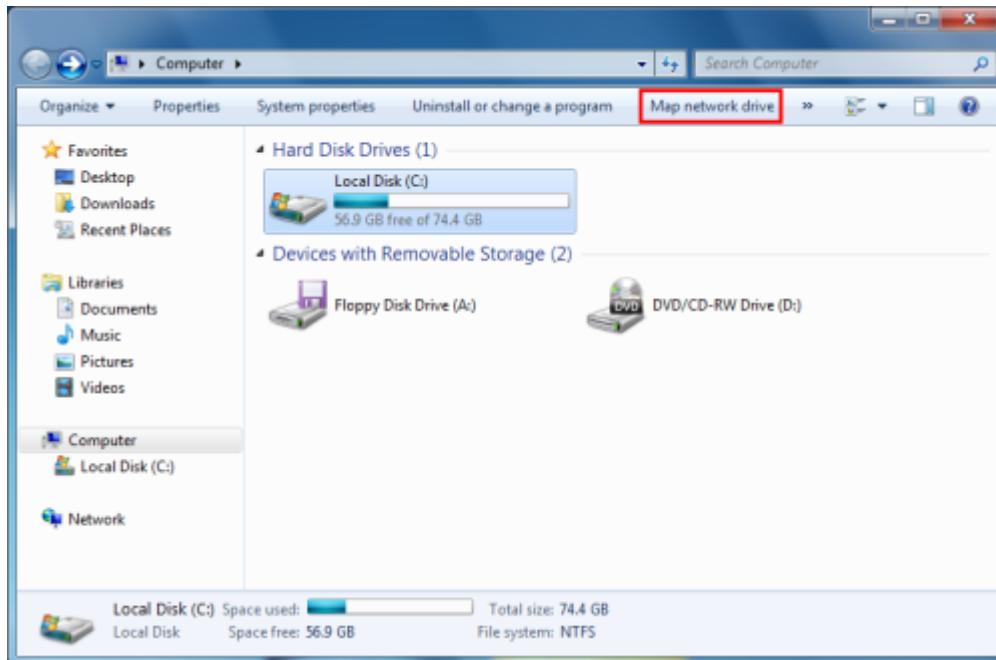
# Map Network Drive (Shared Folder) in Windows 7



1. Left-click on the windows icon  in the bottom left of your screen and then click on Computer

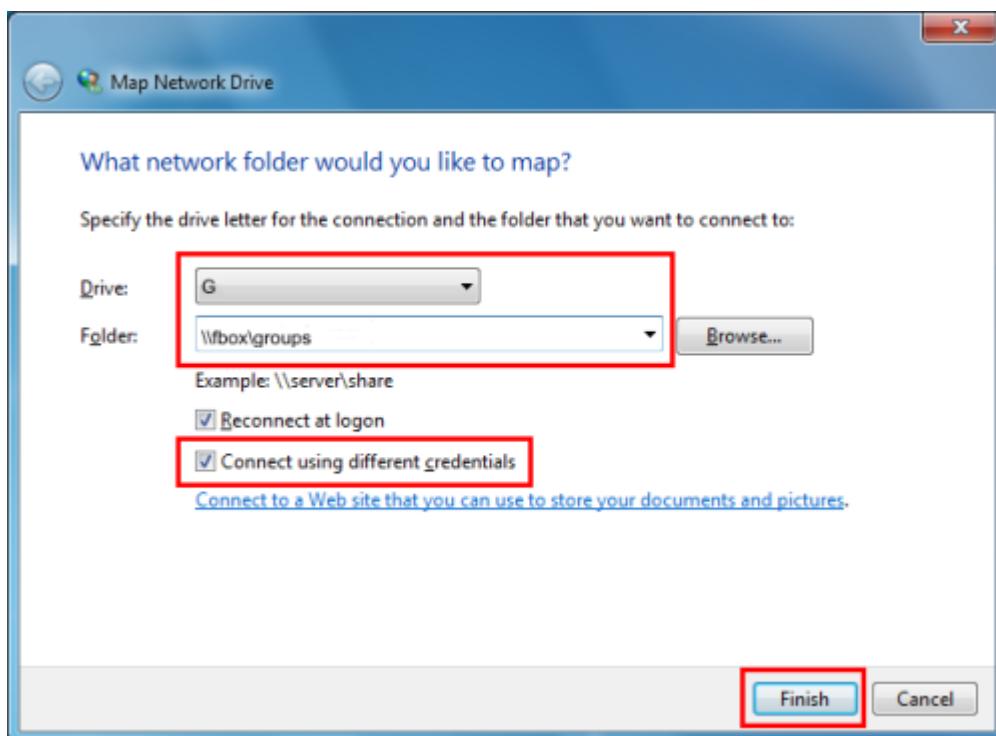


2. Click on Map network drive



3. Use the drop down menus to assign a Drive letter (e.g. G) to the shared folder, e.g. **\fbox\Groups** then click Finish.

**!** The letter is arbitrary and is not connected with the shared folder: different users can have the same network drive/shared folder marked with a different letter. Do not refer to a network drive by the assigned letter, but always by server and share name e.g. **\fbox\Groups**



4. In Enter Network Password enter CERGE-EI\<username> (replace with your CERGE-EI domain username) in the User name box and your password in the Password box.

## Viewing my mapped drives



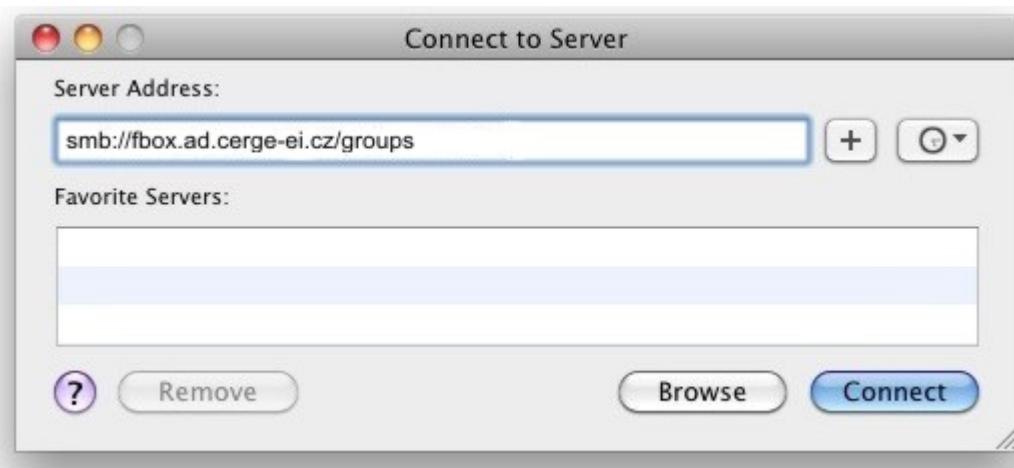
1. Right-click on the windows icon (start) in the bottom left of your screen and then click on Computer.

You will see the G: drive. Double-click the drive to open or right-click and choose Open.

## Map Network Drive (Shared Folder) to Mac OS X

This method connects to and maps a network drive or network share that will disappear if the network connection drops, is disconnected, or if you reboot your Mac:

1. From the Mac OS X Finder, hit Command+K to bring up the 'Connect to Server' window
2. Enter the path to the network drive you want to map, ie: **smb://networkcomputer/networkshare** and click 'Connect'
3. Enter your login/password and click "OK" to mount the network drive
4. The drive will now appear on your desktop and in the Finder window sidebar



You can access the network share like any other folder at this point, so long as it's maintained on the same network.

If you want to have the mapped network drive / network share automatically remounted also after rebooting your Mac, proceed as follows:

5. Now enter into System Preferences, from the Apple menu
6. Click on 'Accounts'
7. Click on "Login Items"

8. Click on the + button to add another login item

9. Locate the network drive you previously mounted and click “Add”

10. Exit out of System Preferences

Your network drive will now be mapped and automatically remounted when you reboot your Mac. Keep in mind that if you leave the network where the mapped share is located, the drive/share will not automatically reconnect until that network is joined again, and the Mac is either rebooted or manually reconnected to the desired network share. Nonetheless, the actual mounted network share works the same as usual, visible through Finder as a folder. You can also go to the Network window to see the connected shares.

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