
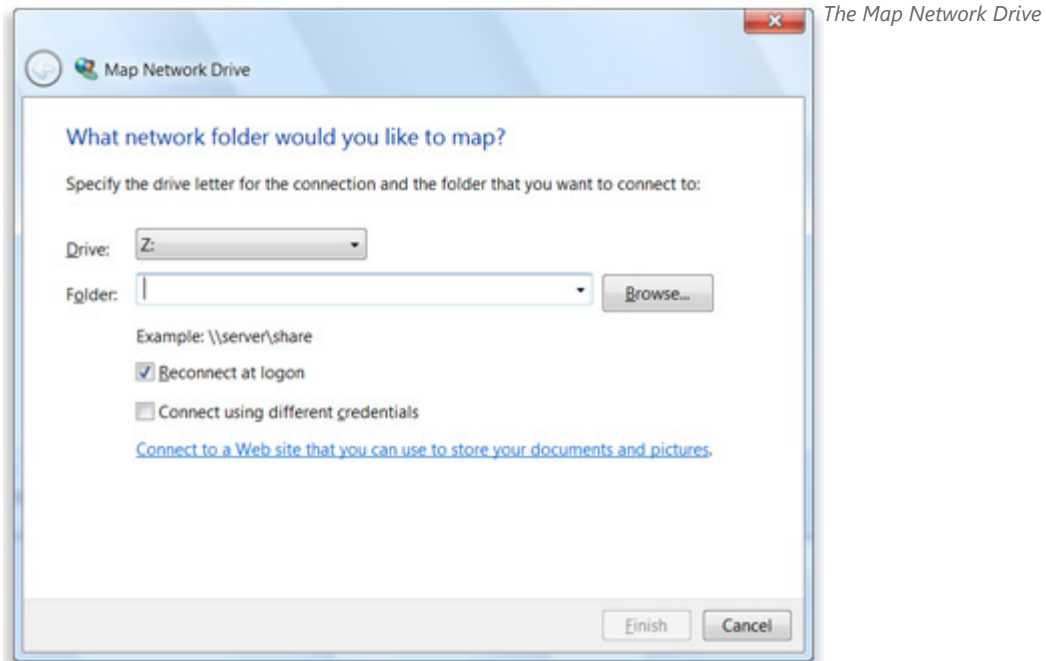


Create a shortcut to (map) a network drive in Windows7

When you create a shortcut to a shared folder or computer on a network (also called *mapping* a network drive), you can get to it from Computer or Windows Explorer without having to look for it or type its network address each time.

1. Open Computer by clicking the **Start** button , and then clicking **Computer**.
2. Click **Map network drive**.



dialog box

3. In the **Drive** list, click a drive letter.
You can choose any available letter.
4. In the **Folder** box, type the path of the folder or computer, or click **Browse** to find the folder or computer.
To connect every time you log on to your computer, select the **Reconnect at logon** check box.
At UNIS we have these standard shares:
Employees only:
[\\srv07.unis.no\ansatt_felles\\$](\\srv07.unis.no\ansatt_felles$)
[\\srv07.unis.no\ansatt_home\\$\"your-user-name"](\\srv07.unis.no\ansatt_home$\"your-user-name")
All:
[\\srv05.unis.no\stud_data\\$](\\srv05.unis.no\stud_data$)
Students only:
[\\srv05.unis.no\stud_home\\$\"your-user-name"](\\srv05.unis.no\stud_home$\"your-user-name")
5. Click **Finish**.
Your computer is now connected, or *mapped*, to the network drive.