


## How to map (connect to) a network drive in Windows7

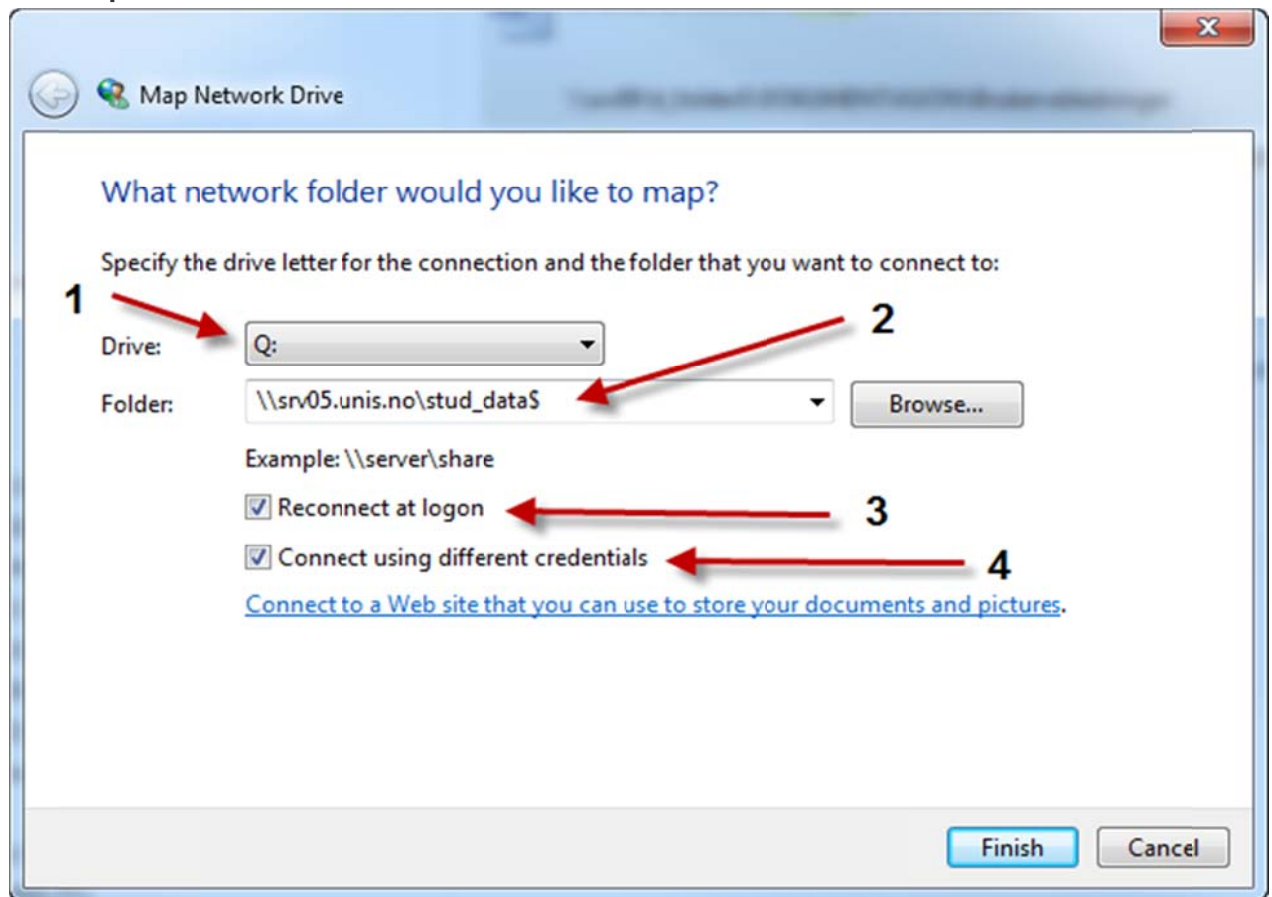
When you connect to a shared folder or computer on a network (also called *mapping* a network drive), you can get to it from Computer or Windows Explorer without having to look for it or type its network address each time.

1:

Open Computer by clicking the **Start** button , and then clicking **Computer**.

2:

Click **Map network drive**.



*The Map Network Drive dialog box*

3:

In the **Drive** list, click a drive letter.

You can choose any available letter.

4:

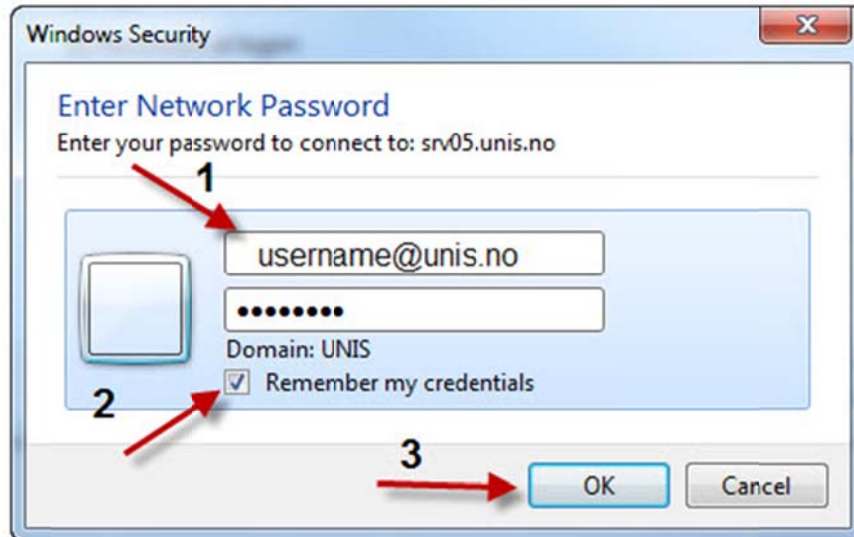
In the **Folder** box, type the path of the folder or computer (see standard shares below).

5:

To connect every time you log on to your computer, select the **Reconnect at logon** check box.

6:

FINISH



7:

Enter your UNIS username. It has to be in this format: [username@unis.no](#). REMARK, this is not always the same as your email address. It has to be your username before @unis.no. Also your UNIS password.

8:

If you want the laptop to be able to reconnect automatically every time you are connected to the UNIS network you have to check the "Remember my credentials".

9:

OK

**At UNIS we have these standard shares:**

Employees only:

[\\srv07.unis.no\ansatt\\_felles\\$](#)

[\\srv07.unis.no\ansatt\\_home\\$\your-user-name](#)

All:

[\\srv05.unis.no\stud\\_data\\$](#)

Students only:

[\\srv05.unis.no\stud\\_home\\$\your-user-name](#)