Mapping to the Z Drive (one-time setup)

1. Open File Explorer



 Click the Map network drive button in the ribbon menu at the top, then select "Map network drive." (This is under the Computer tab, which should open automatically when you go to This PC, as above.)

🍠 📝 🔳 🔹 🛛 This PC		-		×
File Computer \	new .			~ 0
Properties Open Rename	twork drive c System			
Create a shortcut to folder or computer	a shared an a network,	~ U	Search Thi	P
📌 Quick access	~ Folders (6)			
DropbaxOneDrive	Desktop Documents			
This PC	Downloads Music			
Intervente Network	Pictures Videos			
	~ Devices and drives (3)			
	Windows8_OS (C) External Drive (D:)			
	26.2 GB free of 100 GB 305 GB free of 683	GB		
	Removable Disk (E:)			
9 items				E .

3. Select **Z Drive** and type **\\cmsfssrv\CMS FIN** in **Folder** then click **Finish**

Map Network Drive 🛛 🗙				
	Windows can help you connect to a shared network folder and assign a drive letter to the connection so that you can access the folder using My Computer. Specify the drive letter for the connection and the folder that you want to connect to:			
	Drive: Folder:	Z: V(cmsfssrv\CMS FIN Example: \\server\share Reconnect at logon Connect using a <u>different user name</u> . Sign up for online storage or connect to a <u>network server</u> .		
		< Back Finish Cancel		