



Map a Network Drive

Windows XP

NET001-1106

Document Description: How to map a network drive using Windows XP.

For use by: All staff and students in the University of Sydney

Quick Start:

- 1) *In My Computer, click on Tools → Map Network Drive*
- 2) *Select a drive letter and enter the path of the share drive (\\Server\Share)*
- 3) *Click “Different User Name” and enter login name and password*

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1. Background

This document details how to map a network drive. The example used in this case is a personal network drive on the ICT Server called “Tango”. All UniKey account holders have an account on tango, and thus have access to map this network drive.

You may also have been given access to other network drives. These can be mapped using a similar procedure by replacing the server and share drive names with those of the network drive which you are trying to access.

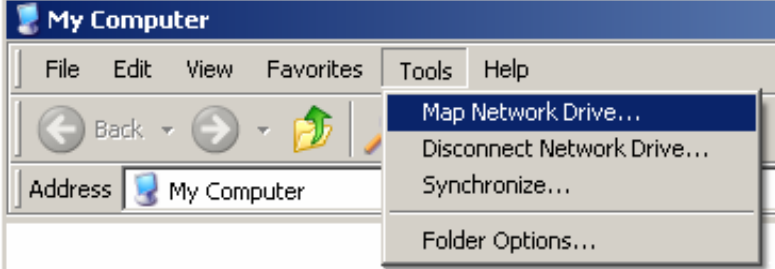
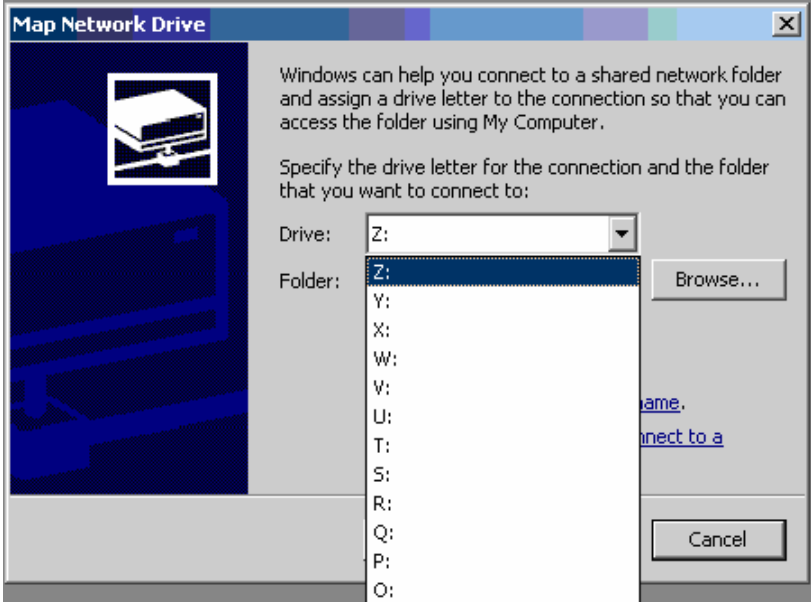
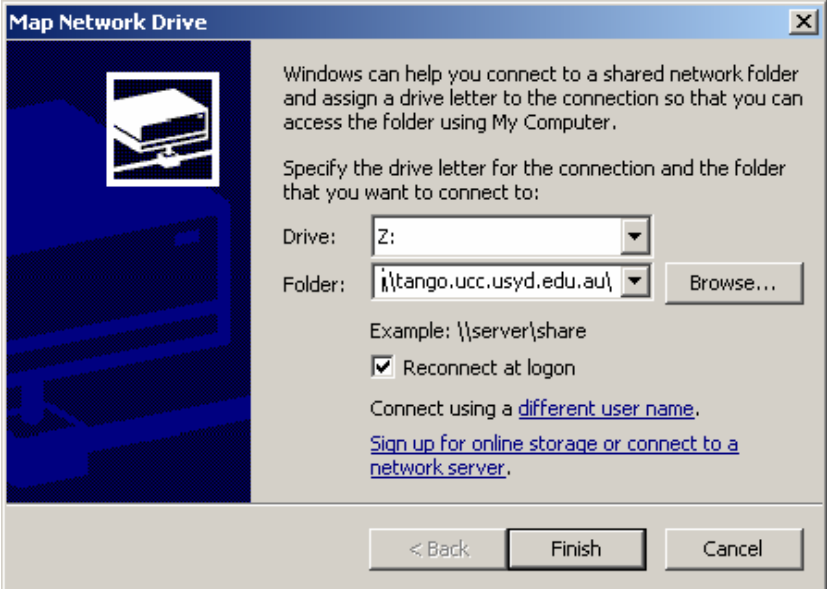


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2. Mapping a Network Drive

Action/Outcome	Reference
<p>Open the "My Computer" window, click on "Tools" and select "Map Network Drive..."</p>	
<p>Select a "Drive" from the drop down list. This is the drive letter which will be assigned to the network drive, the choice is arbitrary and the process will work regardless of which letter is selected, but some departments use specific letters as a convention.</p> <p>Eg. H: for your Home drive or G: for the Group drive.</p>	
<p>Enter the path of the network drive in the "Folder" field. To access your personal network drive on tango, please replace "UniKey" in the following path with your UniKey login name:</p> <p>\\tango.ucc.usyd.edu.au\UniKey</p> <p>Then, click on the link to "Connect using a different user name."</p> <p>(To access other network drives you can use the same process, but replace this path with one taking the format: \\server\share)</p>	



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Action/Outcome	Reference
<p>Enter your UniKey login name in the field marked "User name."</p> <p>Enter your UniKey password in the field marked "Password".</p> <p>Click the "OK" button</p> <p>Click "Finish"</p> <p>Your network drive will now appear in your "My Computer" window. This drive will also open in a new window.</p>	