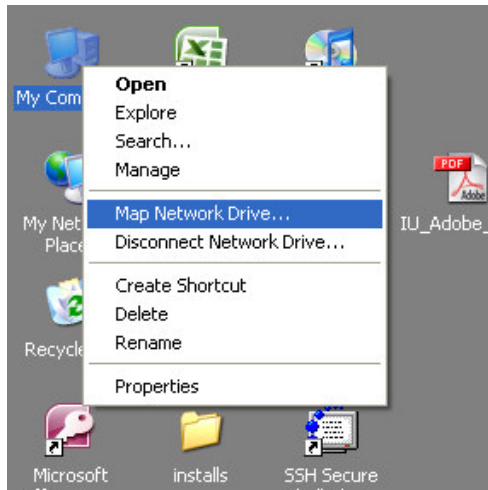


Mapping a Network Drive to the Music1 Server

1. Right mouse click on **My Computer** and select **Map Network Drive**

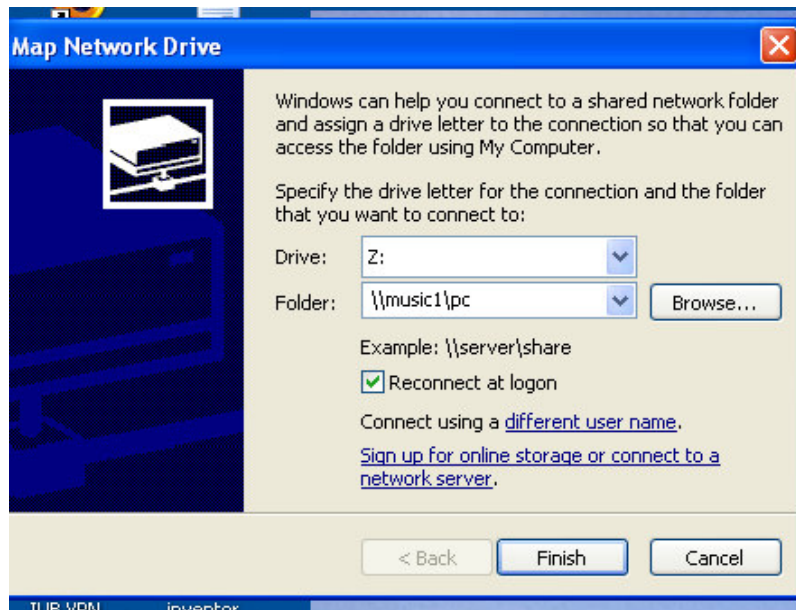


2. **For the Drive:** <any available drive letter will work, preferably start at the bottom of the alphabet, for example, the z:>

For Folder: type `\\music1\pc`

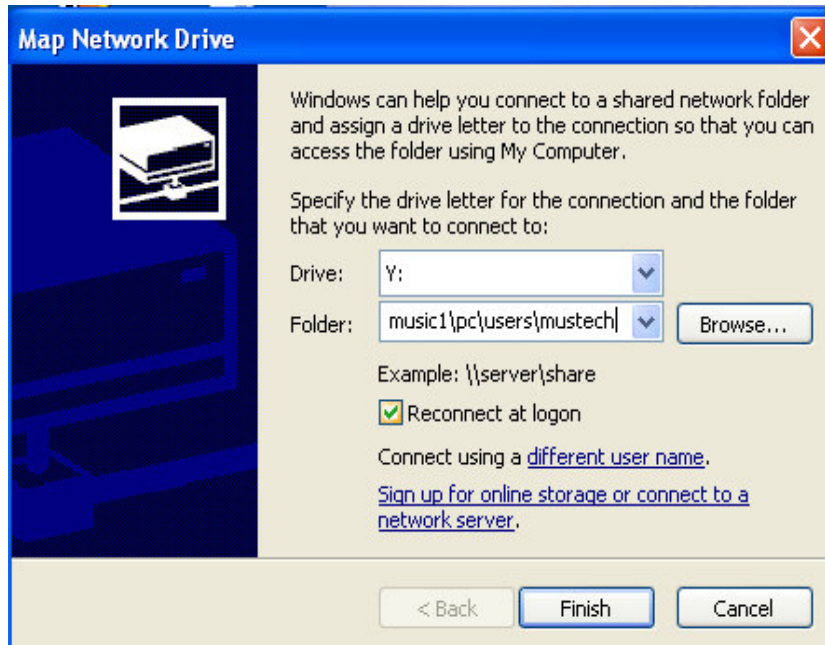
Also, check mark the box next to Reconnect at Logon

Click on Finish



Map to your USER folder on the Music1 Server

1. Right mouse click on **My Computer** and select **Map Network Drive**
2. **For the Drive:** <any available drive letter will work, preferably start at the bottom of the alphabet, for example, the y:>
For Folder: type `\\music1\pc\users\<your username>`



Map to your DEPT folder on the Music1 Server

1. Right mouse click on **My Computer** and select **Map Network Drive**
2. **For the Drive:** <any available drive letter will work, preferably start at the bottom of the alphabet, for example, the x:>
For Folder: type `\\music1\pc\groups\<dept folder>`

