Mapping a network drive

A TVSD Information Technology Help Doc. For more information go to http://lib.tvsd.org/kb.

1. Open Windows Explorer (your folders on your computer)
2. At the left, right-click Computer and choose “Map network drive…”

3. Select a drive letter (be sure to choose an unused letter)
4. Select the folder to which the letter will be mapped. This can be accomplished in several different ways:
   a. If you know the network path, simply enter the path → \server\folder (e.g. “\tvserv5\districtfolder"
   b. You can click ‘Browse…’ and choose from the list of network resources. This requires a bit of digging since you will see all resources across the network, not just the items to which your security grants you access.
5. Make sure you check “Reconnect at login” (this will ensure that the mapped drive exists the next time you login to your computer)
6. Do not check “Connect using different credentials”.
7. Click Finish.

To submit a help desk ticket, click here or go to: https://intranet.tvsd.org/technology/help/Lists/Help%20Desk%20Ticket/newform.aspx