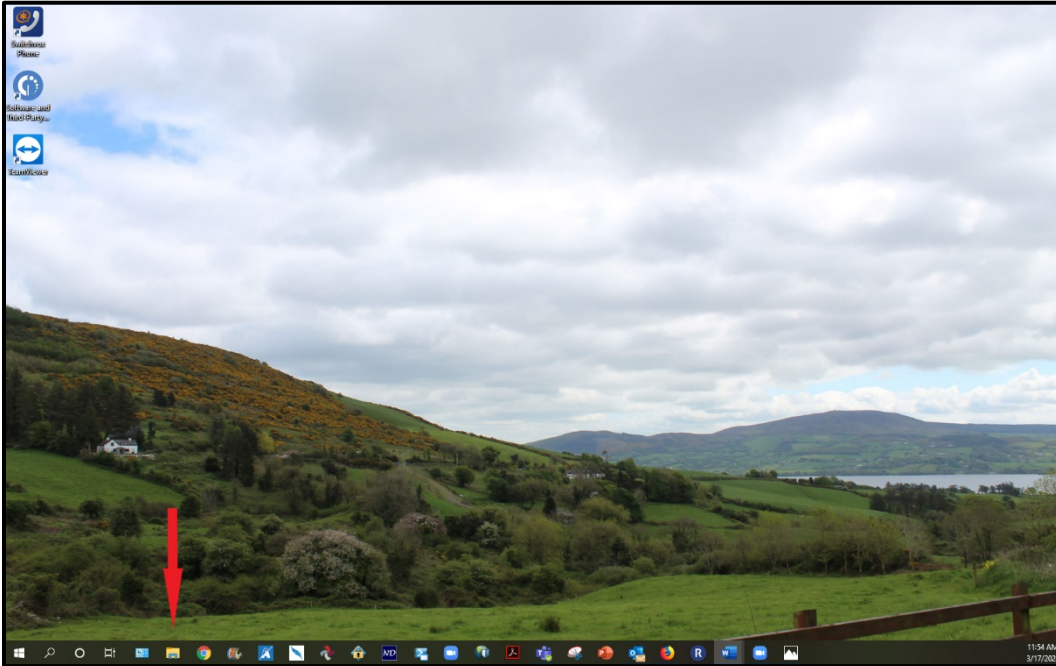
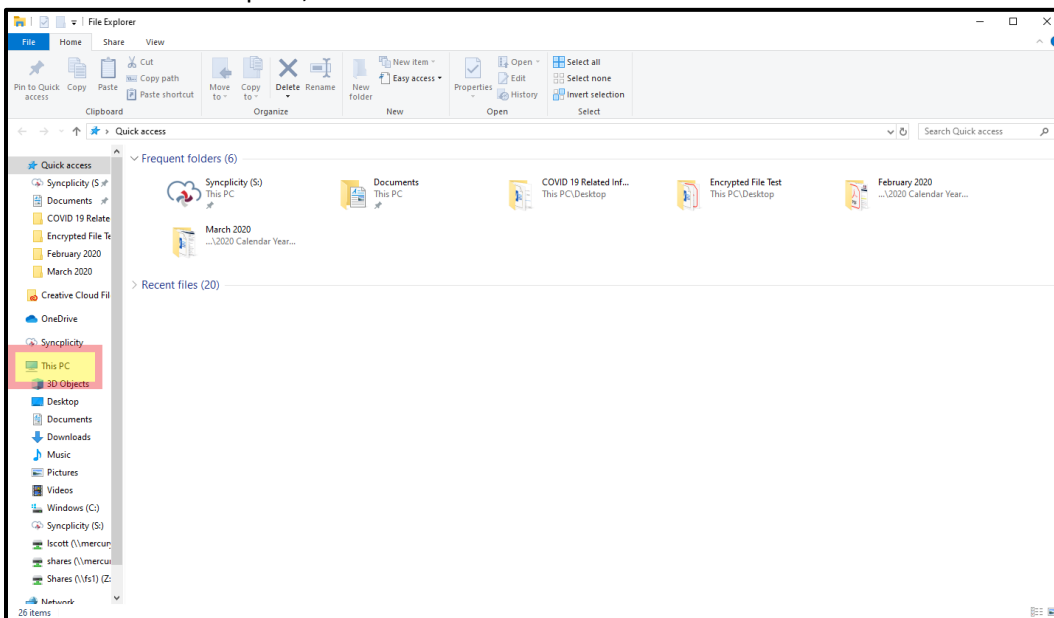


## How to Manually Map to a Drive

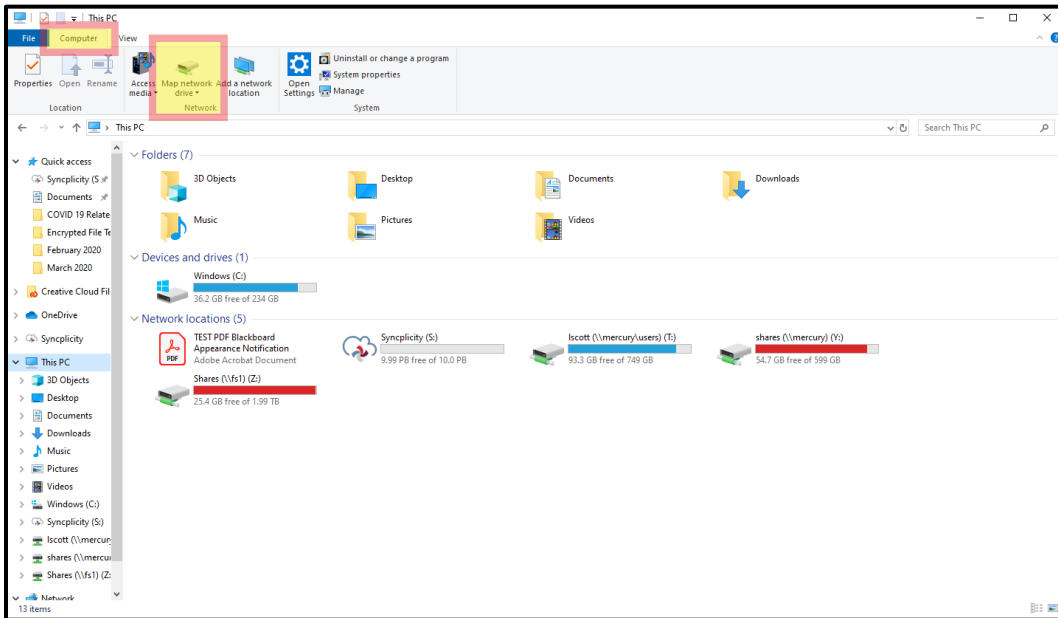
1. From your computer, open a **File Explorer Window**.



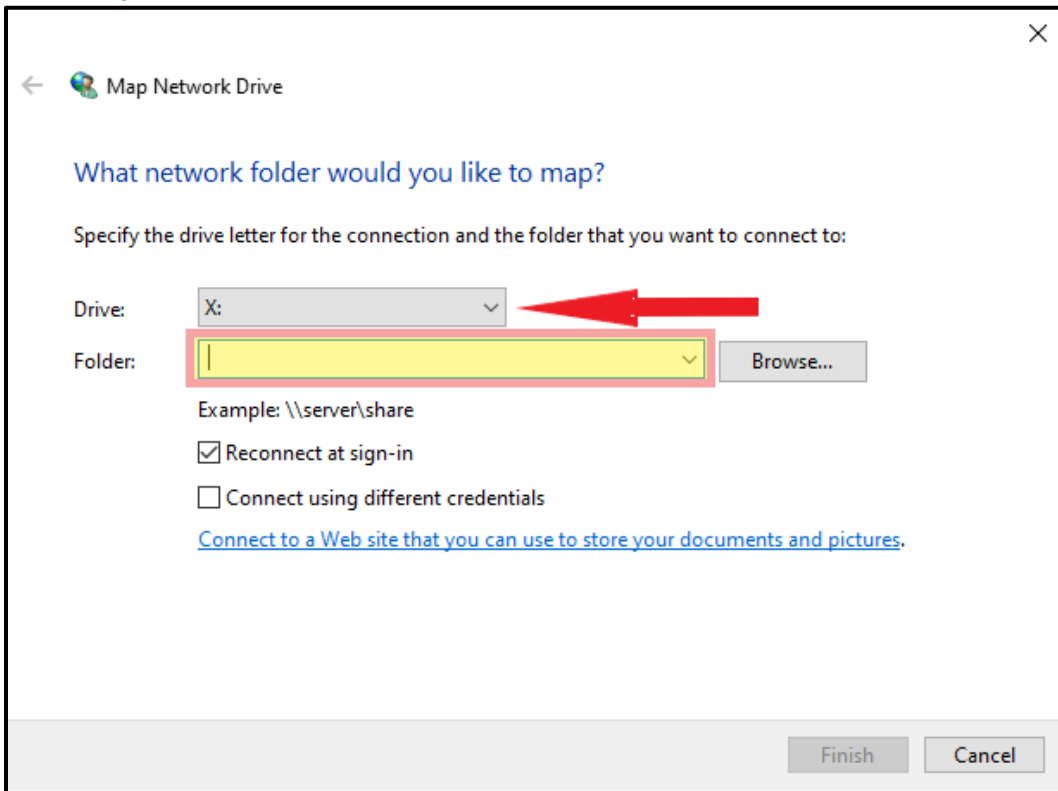
2. When the window opens, select **This PC**



3. Next, click on the **Computer** tab, then click **Map Network Drive** – this will open a new dialog window.



4. When the window opens, click the **Drive: Dropdown arrow** and select **I**. In the folder box type **\\Mercury\\Shares**, click **Finish**.



5. If you need the Folder Path for another drive you normally have access to while on campus, please contact the IT Service Desk.



For support, please contact the IT ServiceDesk:

Email: [isite@tamut.edu](mailto:isite@tamut.edu)  
Submit a Support Request Ticket:

Phone: 903.334.6603  
<https://isite@tamut.edu>