

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



2. When the window opens, select This PC

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

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

\downarrow	🍕 Map Net	twork Drive	×				
	What network folder would you like to map? Specify the drive letter for the connection and the folder that you want to connect to:						
	Drive: Folder:	Drive: X: Folder: Browse Example: \\server\share Reconnect at sign-in Connect using different credentials Connect to a Web site that you can use to store your documents and pictures.					
		Finish Cancel	I				

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 Submit a Support Request Ticket: https://isite@tamut.edu

Phone: 903.334.6603