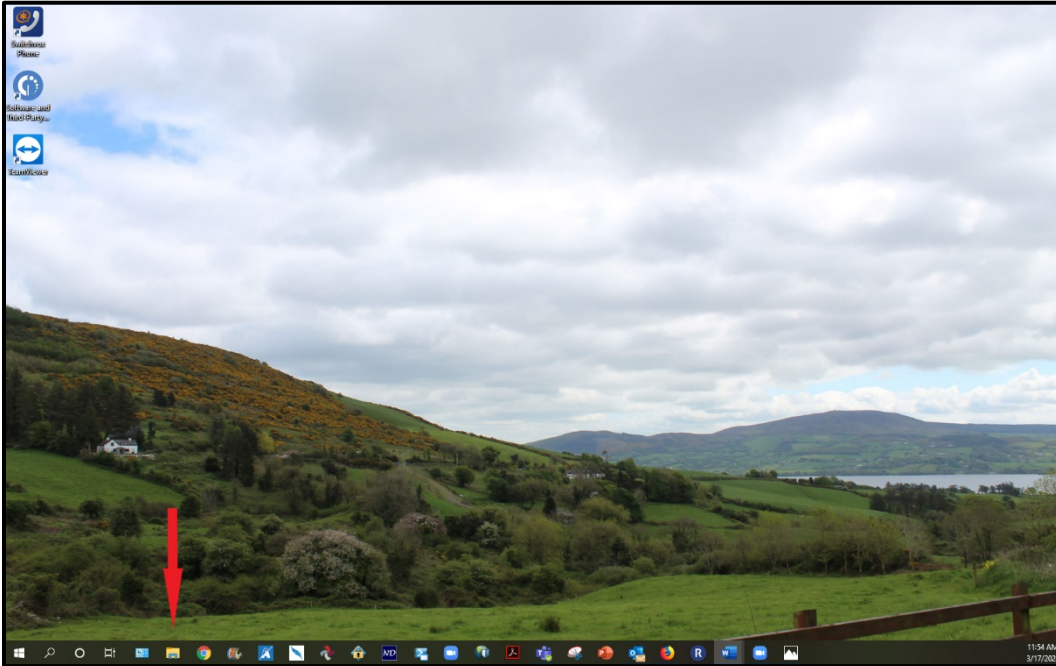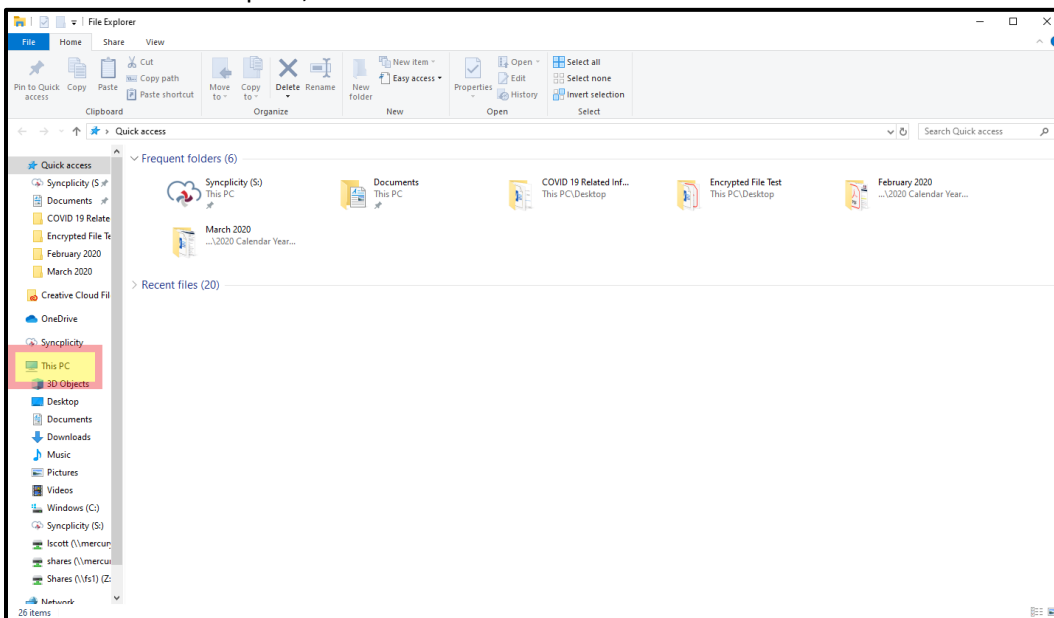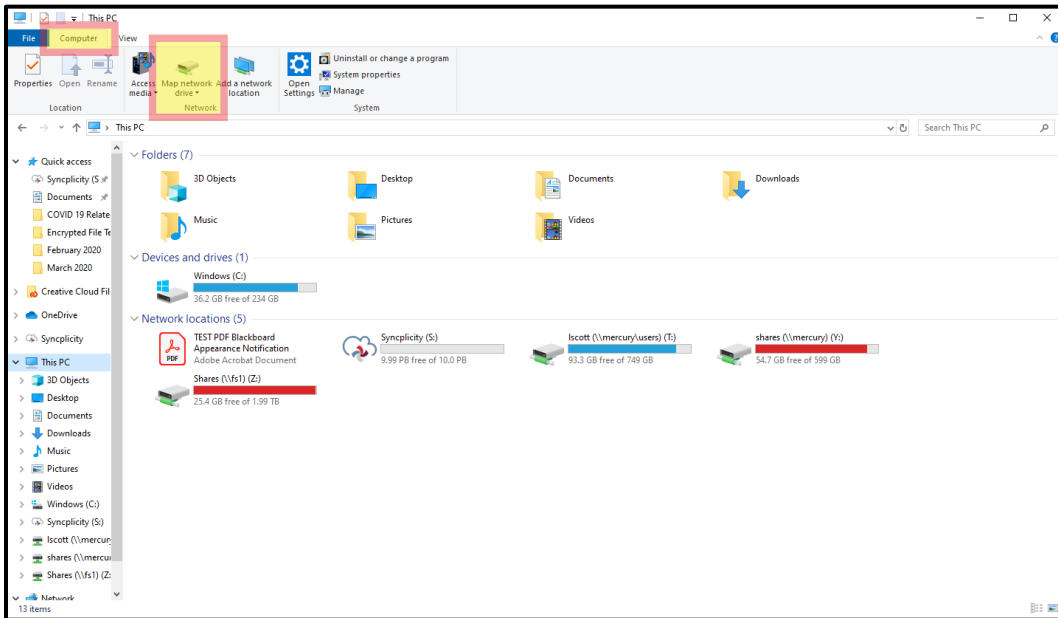# How to Manually Map to a Drive

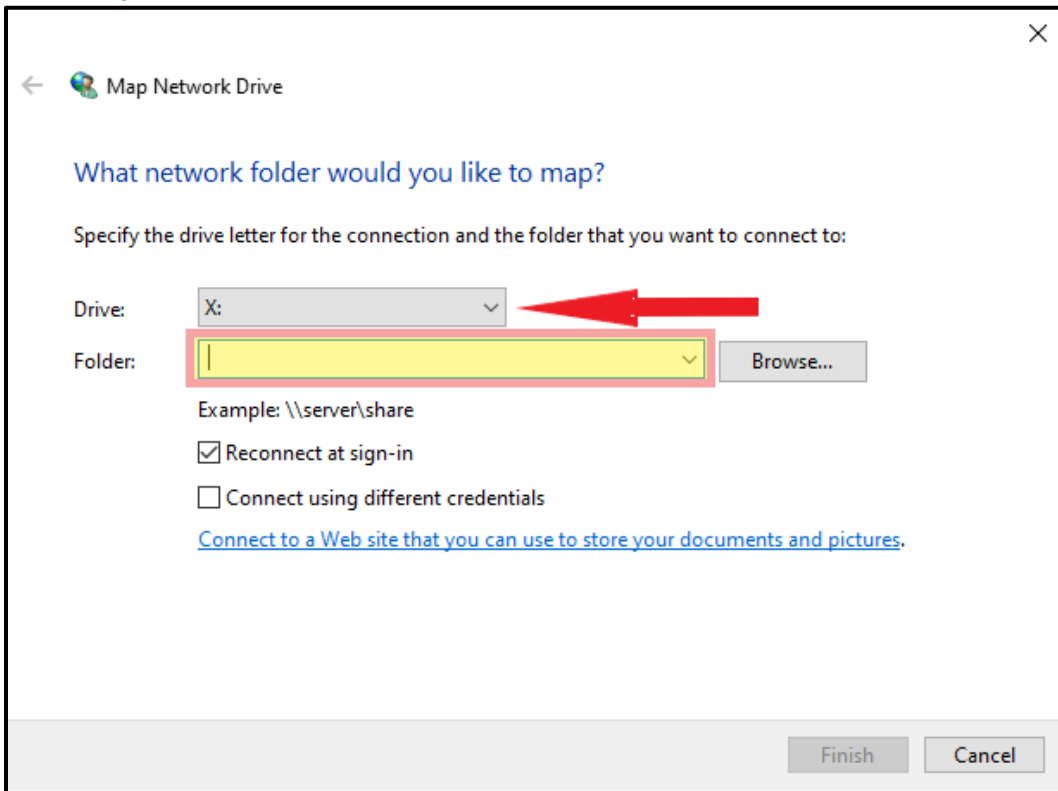1. From your computer, open a **File Explorer Window**.

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.