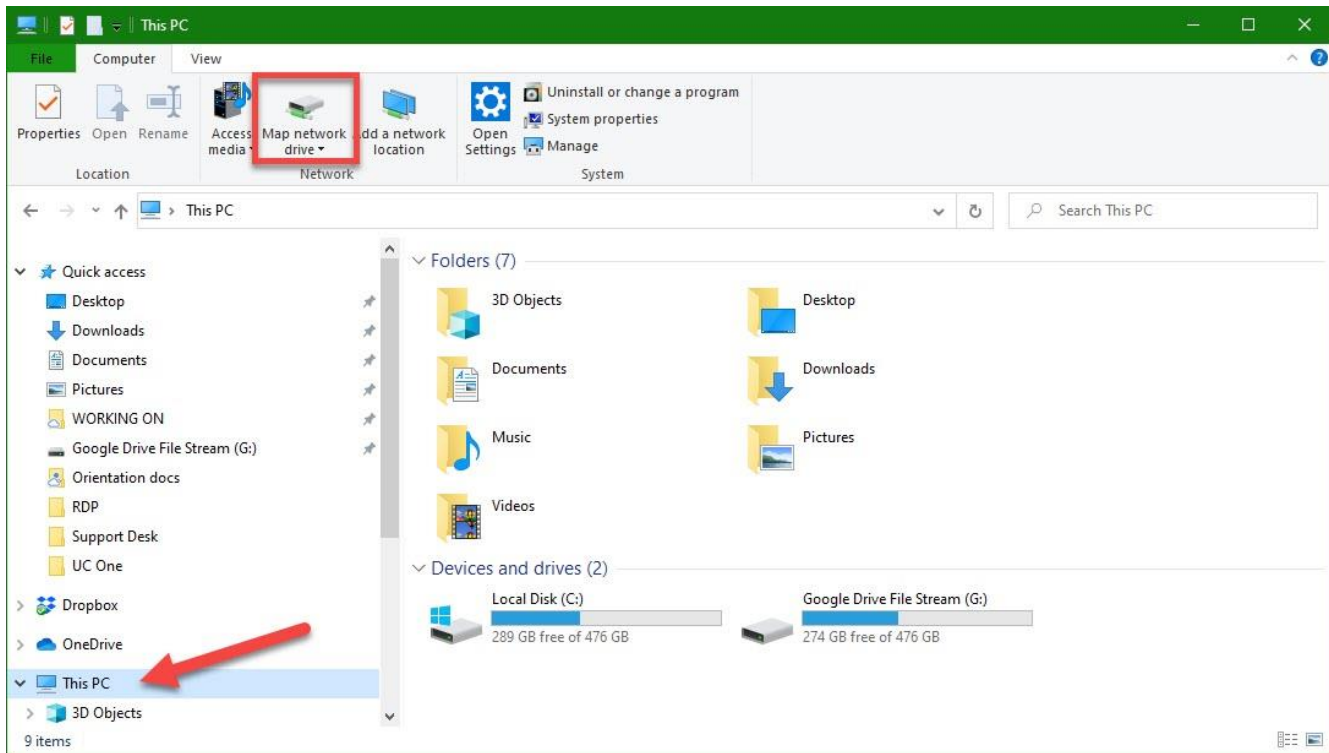


# Mapping a Share Drive on Windows 10

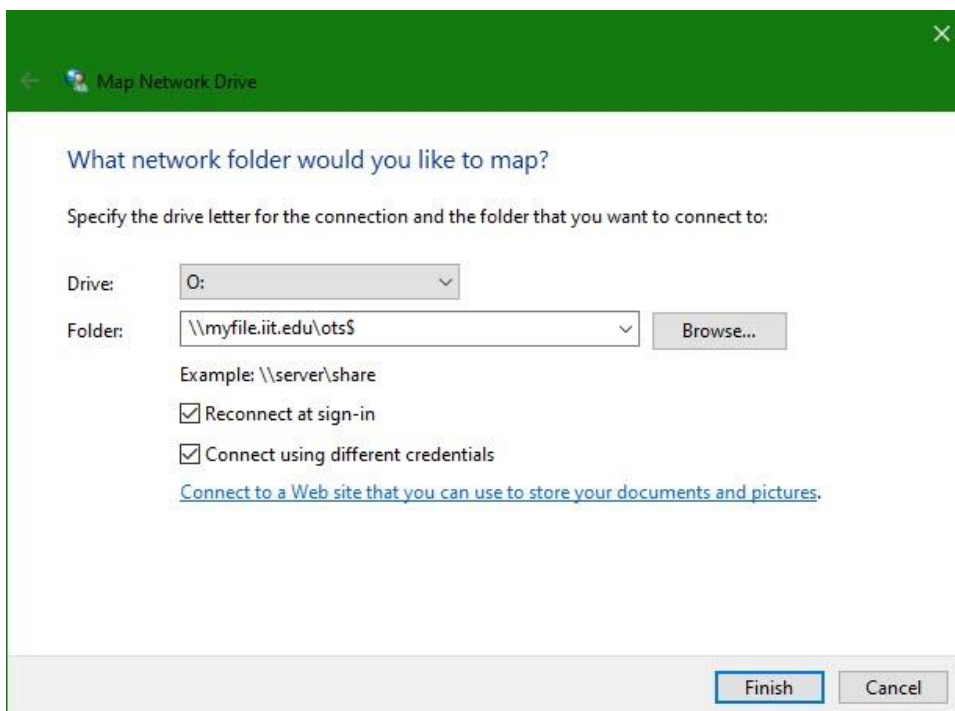
1. Open File Explorer.



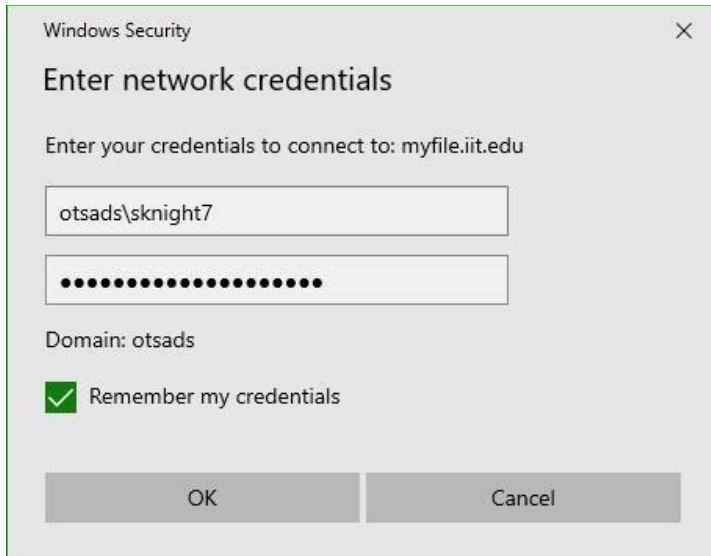
2. Click **This PC**, see red arrow above.

3. In the **Computer** tab, click **Map network drive**, see red box above.

4. Select a drive letter on the **Drive** drop down.

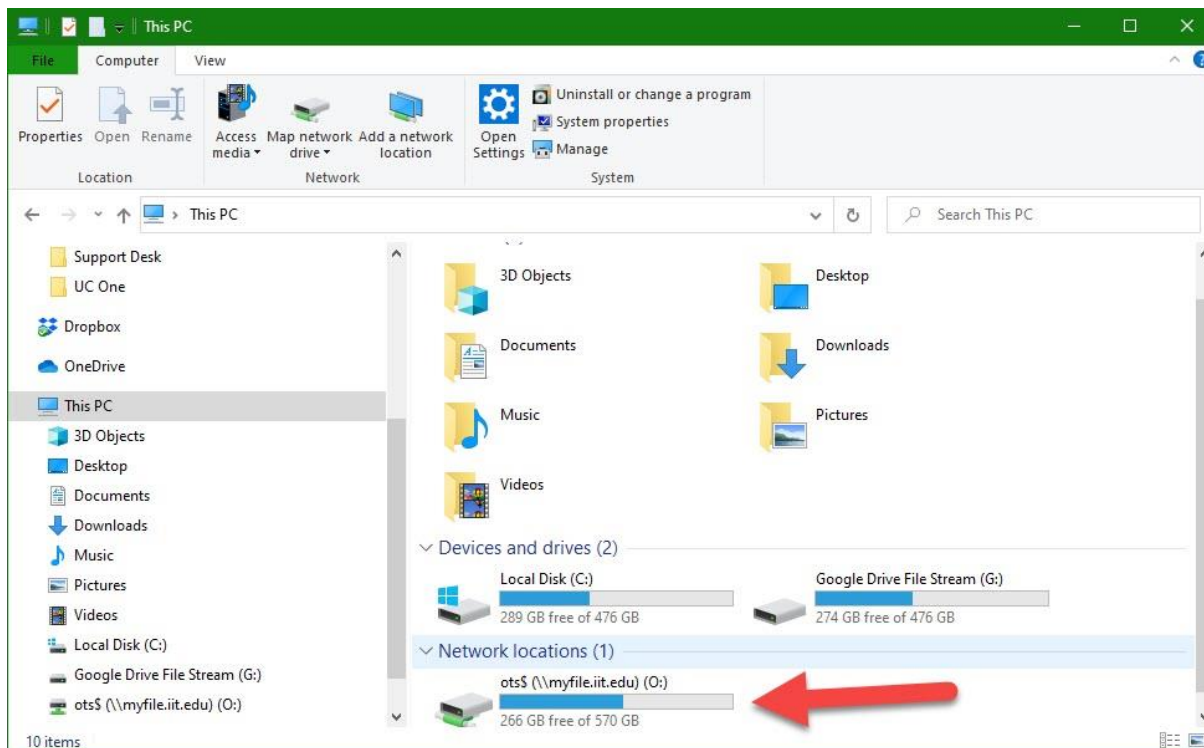


5. Type in the path for the network drive in the **Folder** field.
6. Leave **Reconnect at sign-in** checked.
7. Check the **Connect using different credentials** checkbox.
8. Click **Finish**.
9. In the **Windows Security** window, type in your MyPortal password preceded by **otsads\** and your MyPortal password.



10. Check the **Remember my credentials** checkbox.
11. Click **OK**.

If successful, you will see your shared drive and it will be listed as an option when click **This PC** under **Network Locations**.



**If you need assistance, please contact:**

**OTS Support Desk**

**Phone: 312-567-3375 (x7DESK)**

**Email: [supportdesk@iit.edu](mailto:supportdesk@iit.edu)**

**In-person: Galvin Library, Upper Level**