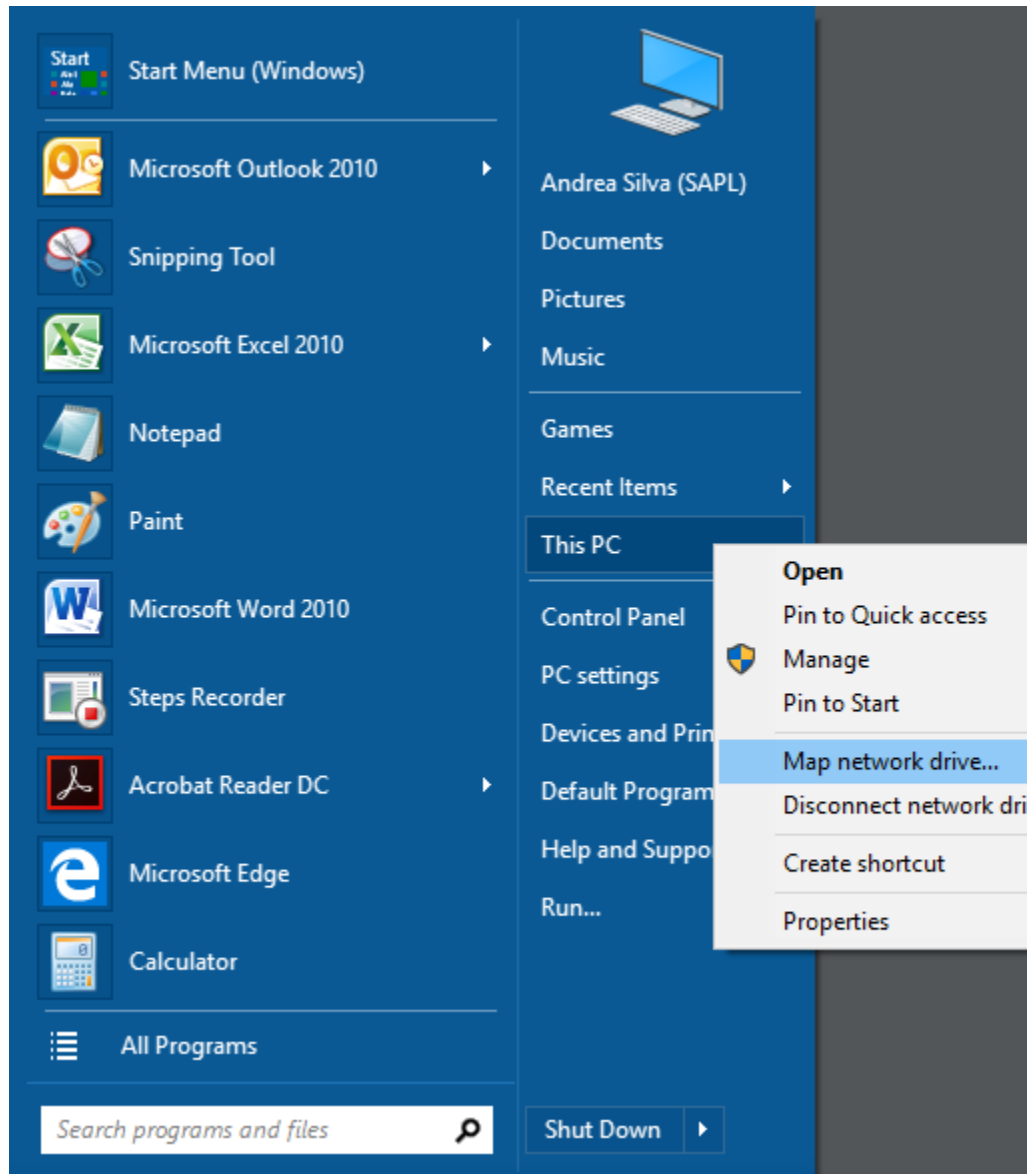


Mapping a Network Drive

1. Left click on the **Windows button**; now right click on **This PC**, and then left click **Map Network Drive**.

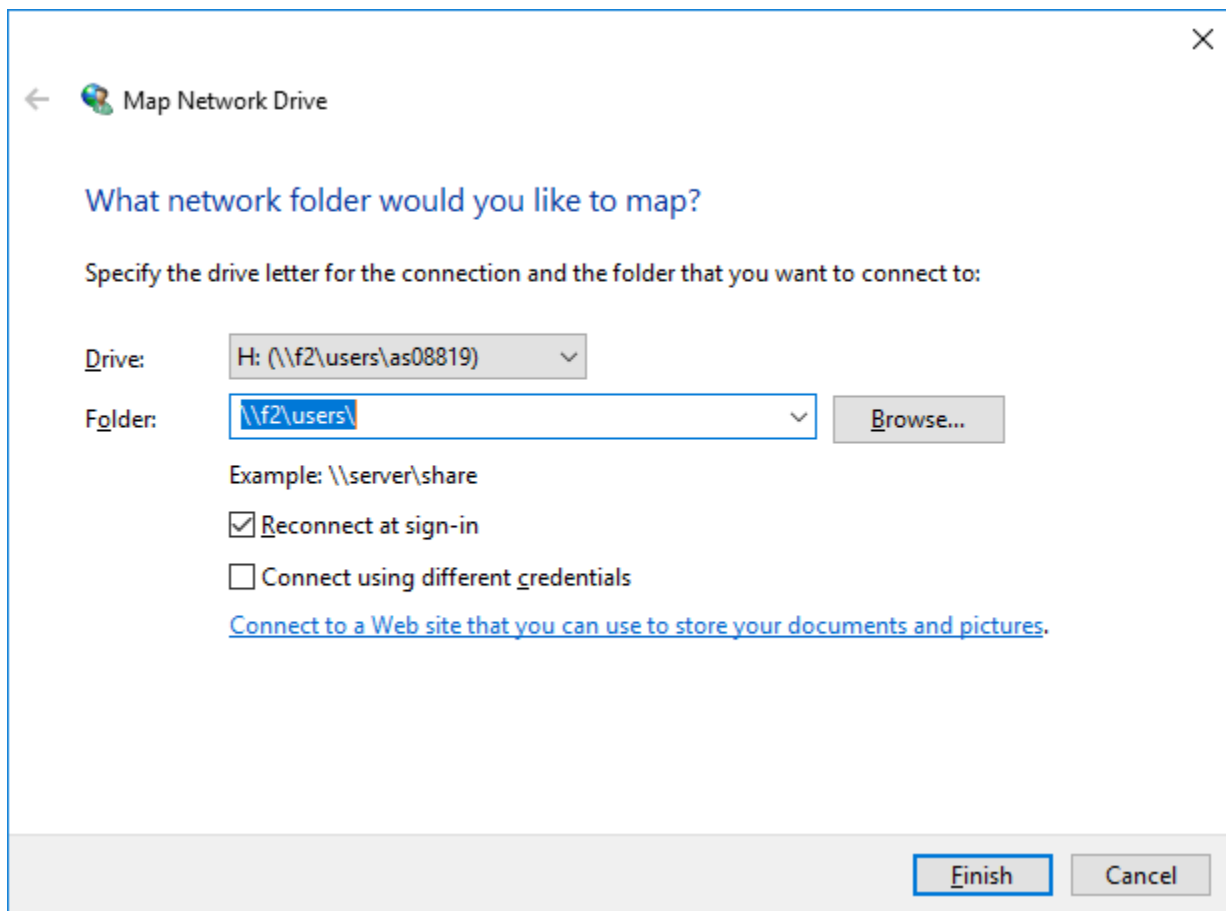


2. When the box opens, pick drive letter and type in the drive you want to map to:

For your personal drive, use [\\f2\users\](#) YOUR COSA LOGIN

For a branch or department drive, use [\\fsccommon\04\](#) YOUR BRANCH OR DEPARTMENT

3. Now click **FINISH**



Map Network 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: H: (\\f2\users\as08819) ▼

Folder: \\f2\users\ ▼ 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

4. Then your folder will open up with your files in your drive.