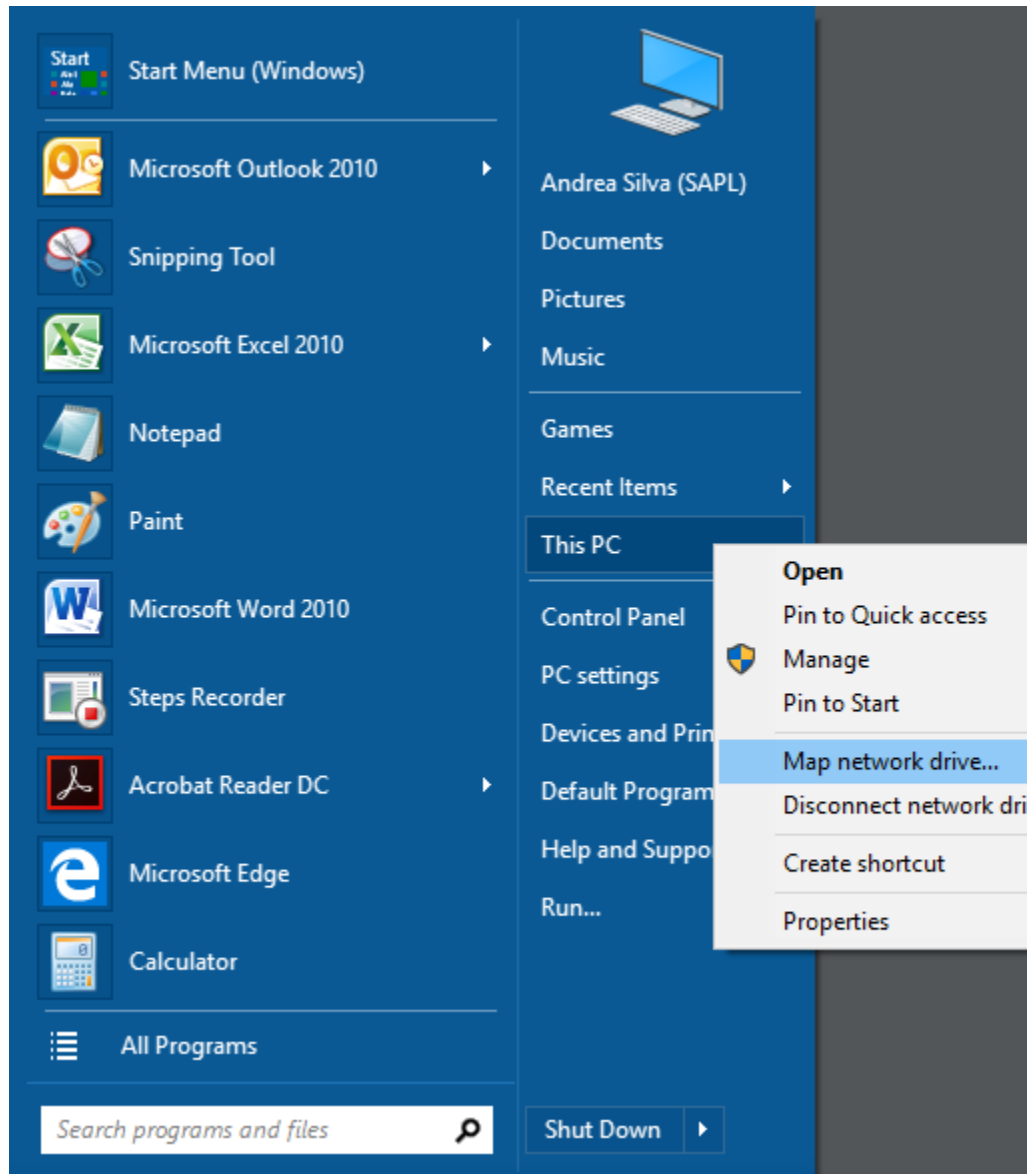# Mapping a Network Drive

1. Left click on the **Windows button**; now right click on **This PC**, and then left click **Map Network Drive.**
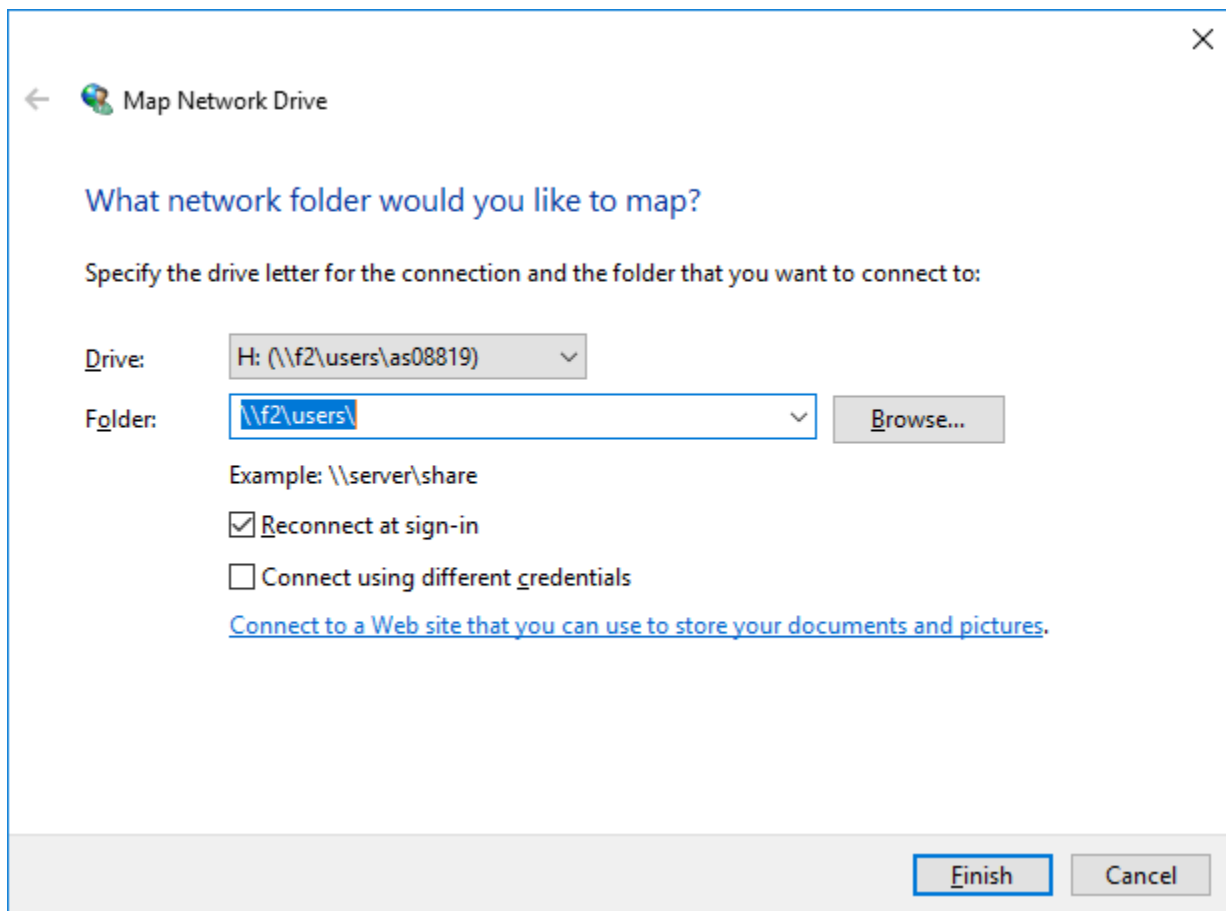
2. When the box opens, pick drive letter and type in the drive you want to map to:

    For your personal drive, use \\f2\users\ YOUR COSA LOGIN
    For a branch or department drive, use \\fscommon\04\ YOUR BRANCH OR DEPARTMENT

3. Now click **FINISH**

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