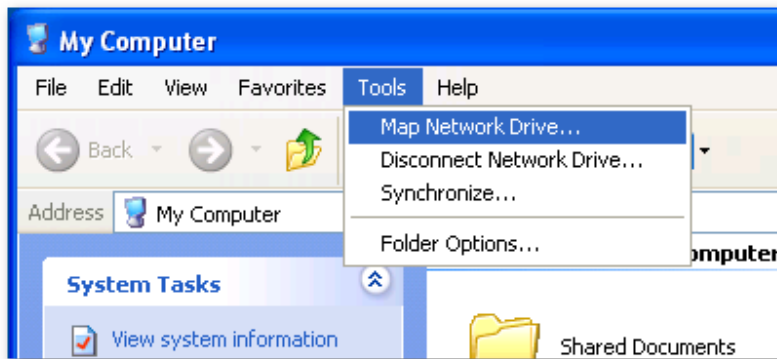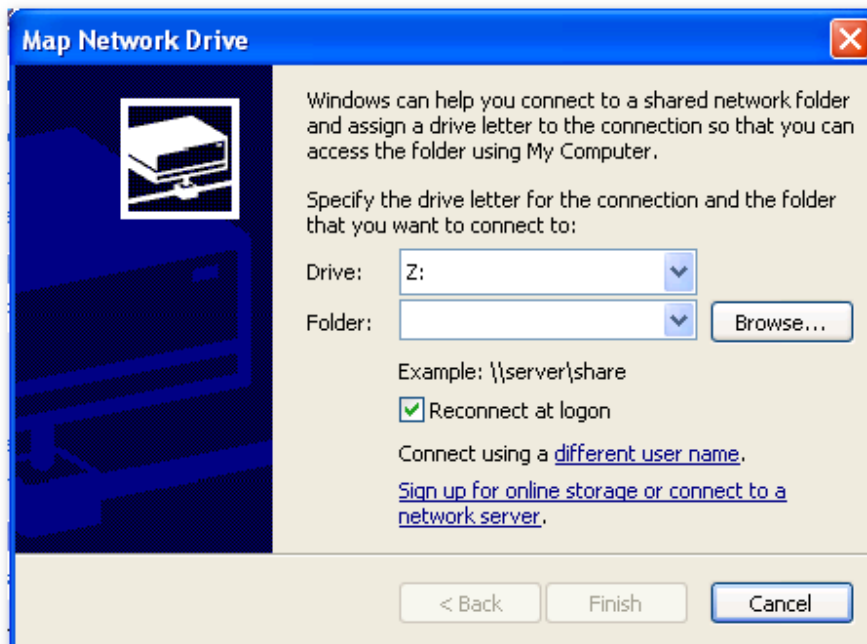# How to Map a Network Drive in Windows
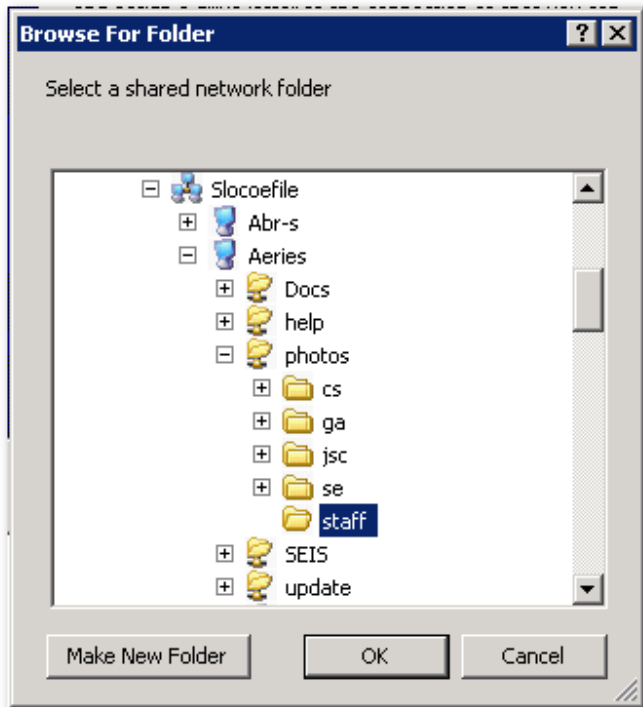
For Windows XP:

Open My Computer and select Map Network Drive from the Tools menu.

Unless directed otherwise, select the first empty drive letter and click browse.
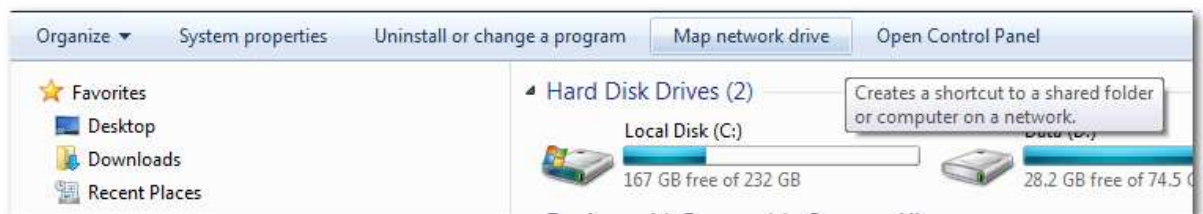

Select Entire Network > Microsoft Windows Network > Your Local Network (SLOCOEFILE; SLOCOE, Etc) > Computer or Server Name > Shared Folder Name (Education, Business, Student Services, Personnel, etc. and click OK. Then click Finish.
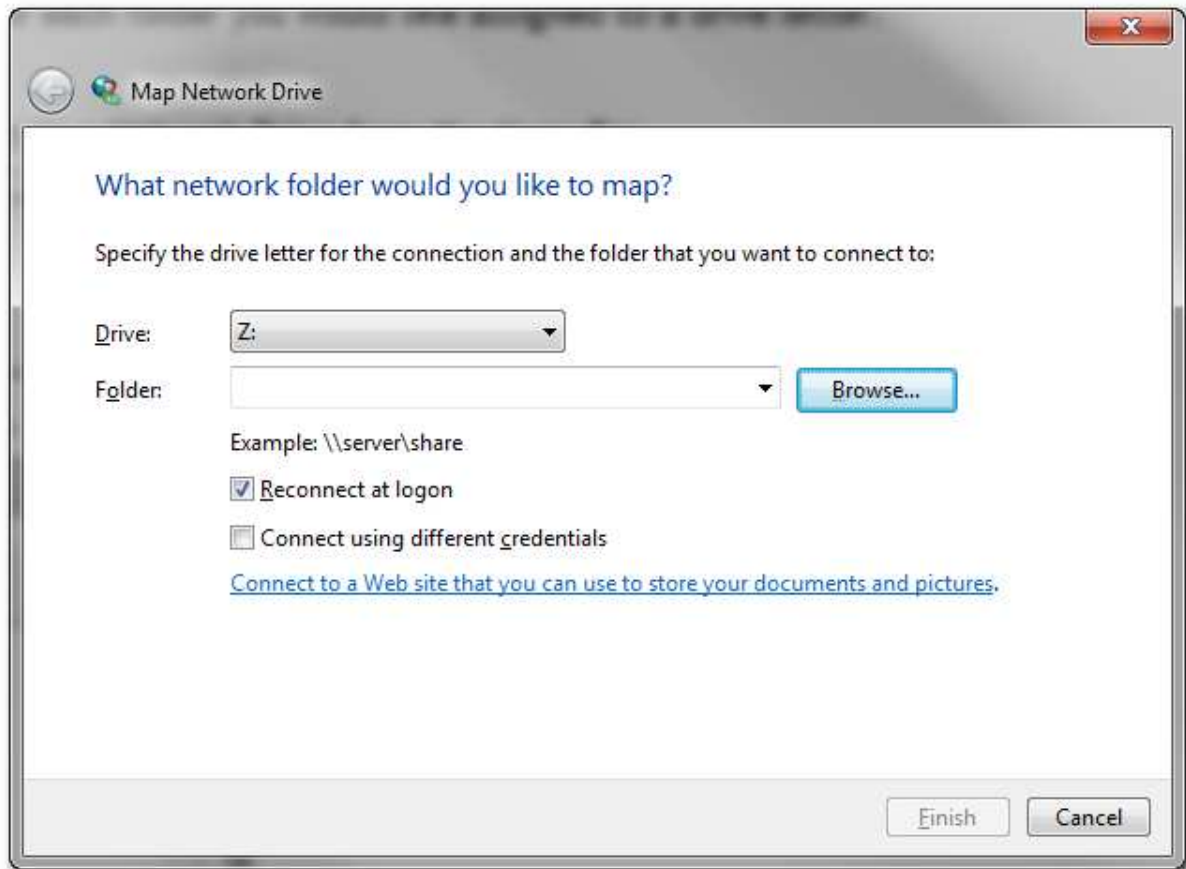
Repeat the above steps for each folder you would like assigned to a drive letter.
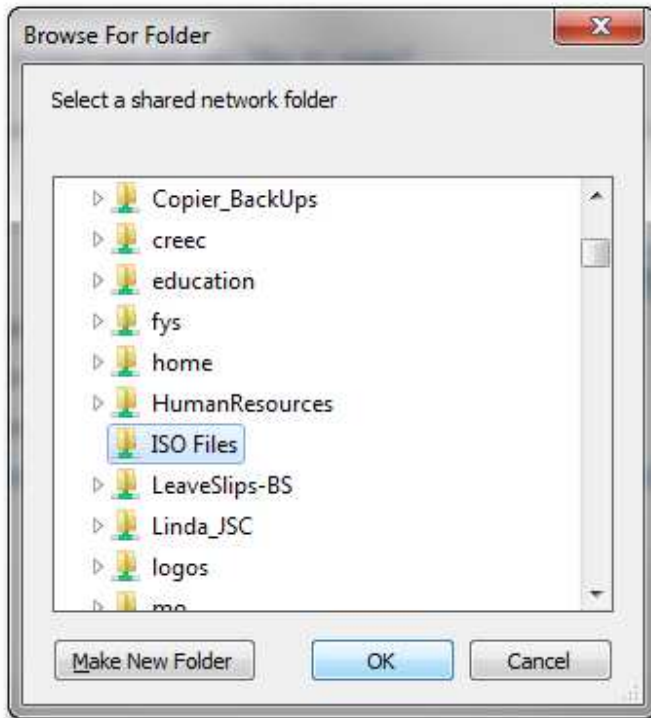
For Windows 7:

Open Computer and select Map Network Drive from the Menu Bar.

Unless directed otherwise, select the first empty drive letter and click browse.

Select Network > Computer or Server Name > Shared Folder Name (Education, Business, etc.) and click OK. Then click Finish.

Repeat the above steps for each folder you would like assigned to a drive letter.