# Mapping A Network Drive

# HOW TO MAP A NETWORK DRIVE IN WINDOWS 10

Sometimes your connection to the Q drive can stop working. If you're working remotely, **first check your Always-on VPN is connected properly**:

### Always On VPN Assistance | Information Services | Queen's University Belfast

Then, follow the steps below to re-map the network drive, the steps below relate to **Windows 10**.

Mac users are advised to request Citrix. To do so, please email itservicedesk@qub.ac.uk.

#### Step 1

To map the drive, open File Explorer and select **This PC** by clicking on it once. Click on the **Computer** tab at the top of the page and then select **Map Network Drive** and select **Map Network Drive** again.

💻   📝 🔜 🗢   This PC			
File Computer View			
Properties Open Rename Access Map network ad	d a network location	a program	
Location 👳 Map netwo	ork drive System	Vesktop	Locuments
Downloads	network drive		2
Documents *			
📰 Pictures 💉	Downloads	Music	Pictures
Dell			
📥 OneDrive - Queen's University Belfast	Videos		
System32			
Videos	✓ Devices and drives (1)		
😸 Creative Cloud Files	windows (C:)		
GneDrive	156 GB free of 237 GB		
OneDrive - Queen's University Belfast	V Network locations (1)		
📙 Apps	Staffdfs (\\ ads.qub.ac.uk	) (Q:)	
AV Instructions	41.1 GB free of 99.6 GB		
CC Files			
Cesktop			
Documents			
📙 Microsoft Teams Chat Files			
New Room Photos			
E Pictures			
2 Test Folder			
This PC			
3D Objects			
Desktop			
Documents			
🕂 Downloads			
👌 Music			
Fictures			
Videos			
windows (C:)			

# Step 2

In the window that opens, change the **Drive** letter to **Q**:

Then enter the following into the box labelled **Folder:** 

## \\ads.qub.ac.uk\staffdfs

Click Finish

Specify the drive letter for the connection and the folder that you want to connect to: Drive: Q: Folder: \\ads.qub.ac.uk\staffdfs 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.	What n	etwork folder would you like to map?
Drive: Q: Folder: \\ads.qub.ac.uk\staffdfs ∨ 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.	Specify th	e drive letter for the connection and the folder that you want to connect to:
Folder:       \\ads.qub.ac.uk\staffdfs       Browse         Example: \\server\share	Drive:	Q:
Example: \\server\share Reconnect at sign-in Connect using different credentials <u>Connect to a Web site that you can use to store your documents and pictures</u> .	Folder:	\\ads.qub.ac.uk\staffdfs ~ Browse
<ul> <li>Reconnect at sign-in</li> <li>Connect using different credentials</li> <li><u>Connect to a Web site that you can use to store your documents and pictures</u>.</li> </ul>		Example: \\server\share
Connect using different credentials Connect to a Web site that you can use to store your documents and pictures.		Reconnect at sign-in
Connect to a Web site that you can use to store your documents and pictures.		Connect using different credentials
		Connect to a Web site that you can use to store your documents and pictures.

If you select **This PC** you should also be able to see the Network Location

StaffDFS (\\ads.qub.ac.uk) (Q:)