

# 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:**

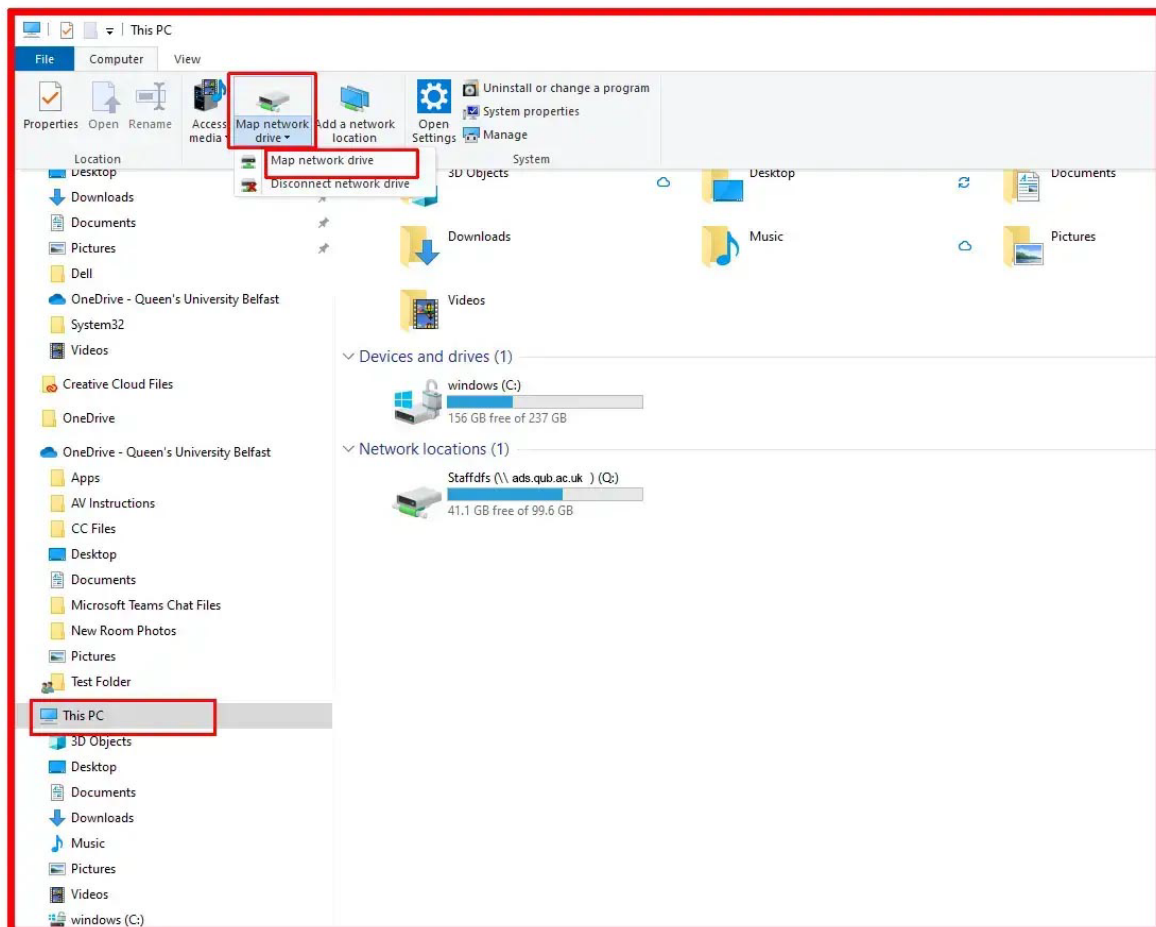
[Always On VPN Assistance | Information Services | Queen's University Belfast](#)

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](mailto: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.



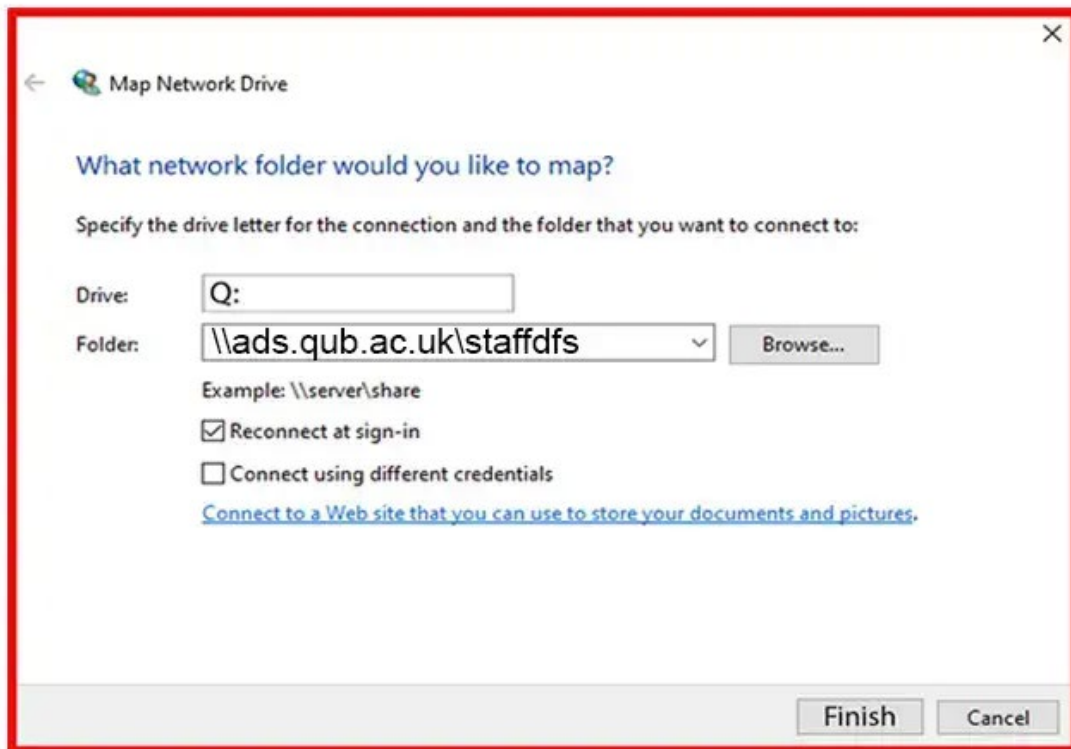
## Step 2

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**



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

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