Mapping a Network Drive (Windows/MAC)

Overview: Mapping (also referred to as mounting) a network drive on your computer allows you to easily access the server path without having to look for it or type its network address each time. Below are the steps on how to map a network drive for Windows and MAC.

Mapping a Network Drive for Windows

1. Click the Start button , right-click Computer, and then select Map network drive.
2. In the **Map network drive** window, complete the following fields, and then click **Finish**:

- **Drive** – Select an available drive letter (do not use any of the following letters: A, B, C, D and H).
- **Folder** – Enter the folder path provided to you by the Office of Information Technology.
- **Reconnect at logon** – Check mark this option.

![Map Network Drive Window](image)

3. Your computer is now mapped or mounted, to the network drive.
Mapping a Network Drive for MAC

1. From the **Finder**, choose **Go**, and then select **Connect to Server**.

![Image of Finder window with Connect to Server option]

2. In the **Server Address** field, enter the folder path provided you by the Office of Information Technology.

   **Note**
   
   Enter the server address in the following format:
   
   **CIFS://server name/share name**

3. Click the **plus sign**, and then **Connect**.

   ![Image of Connect to Server window with server address entered]
4. You may be prompted for your BCM username and password (ECA account), and then click **Connect**.

![Connect Screen](image)

5. Once connected, your mapped network drive will appear in the upper right-hand corner of your desktop.