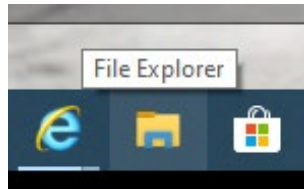
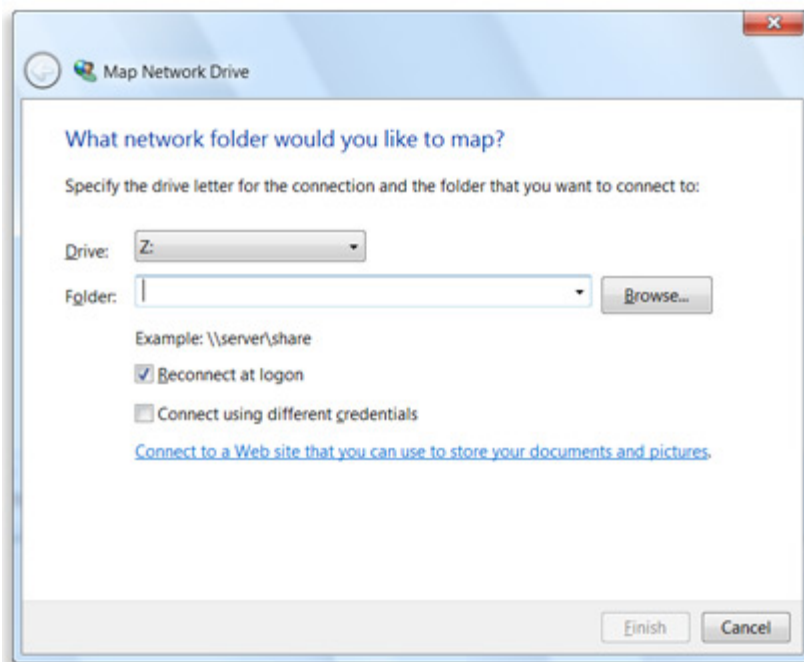


Create a shortcut to (map) a network drive in Windows 10

When you create a [shortcut](#) to a shared folder or computer on a [network](#) (also called mapping a network drive), you can get to it from File Explorer without having to look for it or type its network address each time.



1. Open File Explorer from desktop and select This PC.
2. Click the Map network drive drop-down in the ribbon menu at the top, then select "Map network drive." (This is under the Computer tab, which should open automatically when you go to This PC, as above.)



The Map Network Drive dialog box

3. In the Drive list, click a drive letter.
You can choose any available letter.
4. In the Folder box, type the path of the folder or computer. [\\auditstore\auditdgv](#)
To connect every time you log on to your computer, select the Reconnect at logon check box.
 Reconnect at logon
5. Click Finish.
Your computer is now connected, or mapped, to the network drive.

Note

- o If you can't connect to a network drive or folder, the computer you're trying to connect to might be turned off or you might not have the correct permissions. If you can't connect, contact your network administrator.