

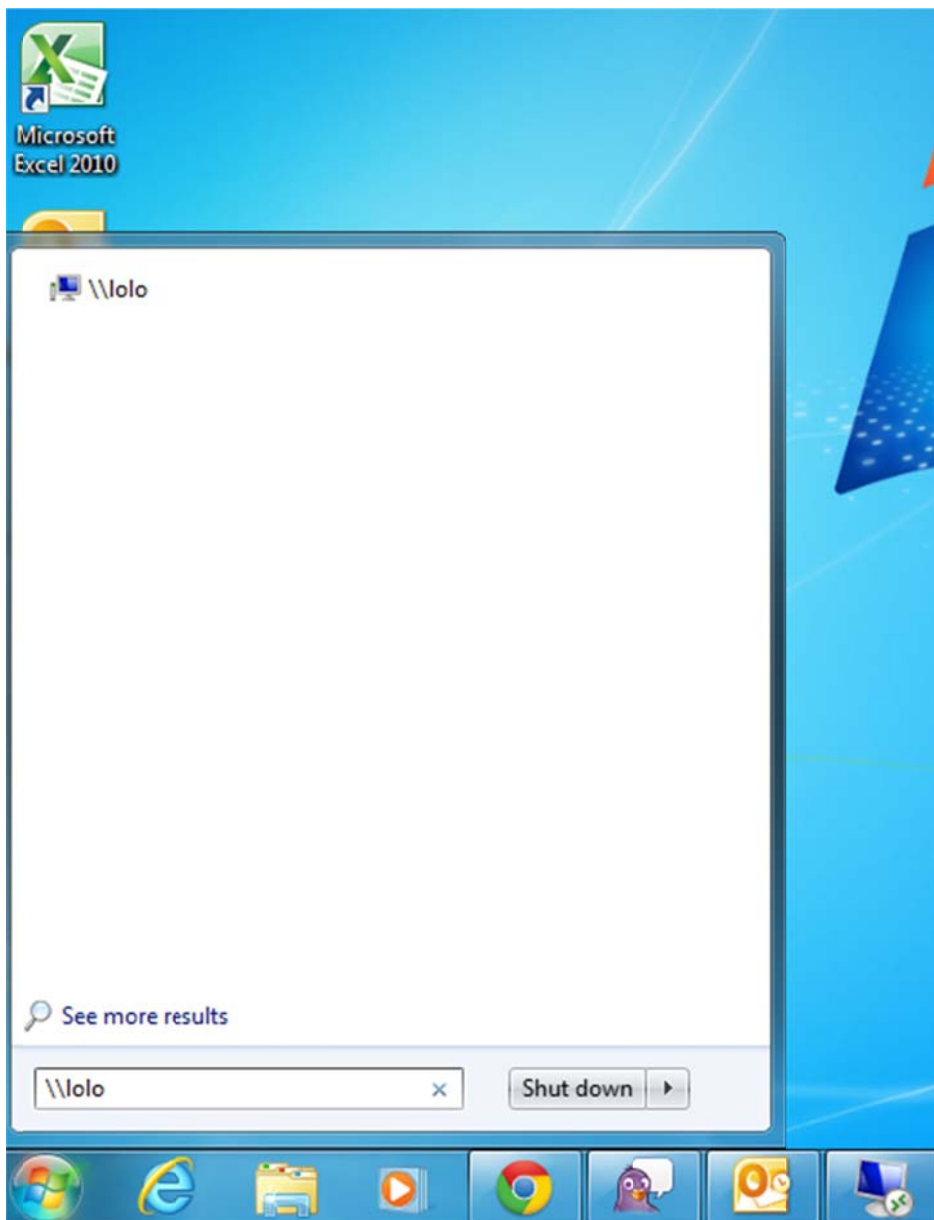
How to Connect to and Map a Network Drive

Server Names

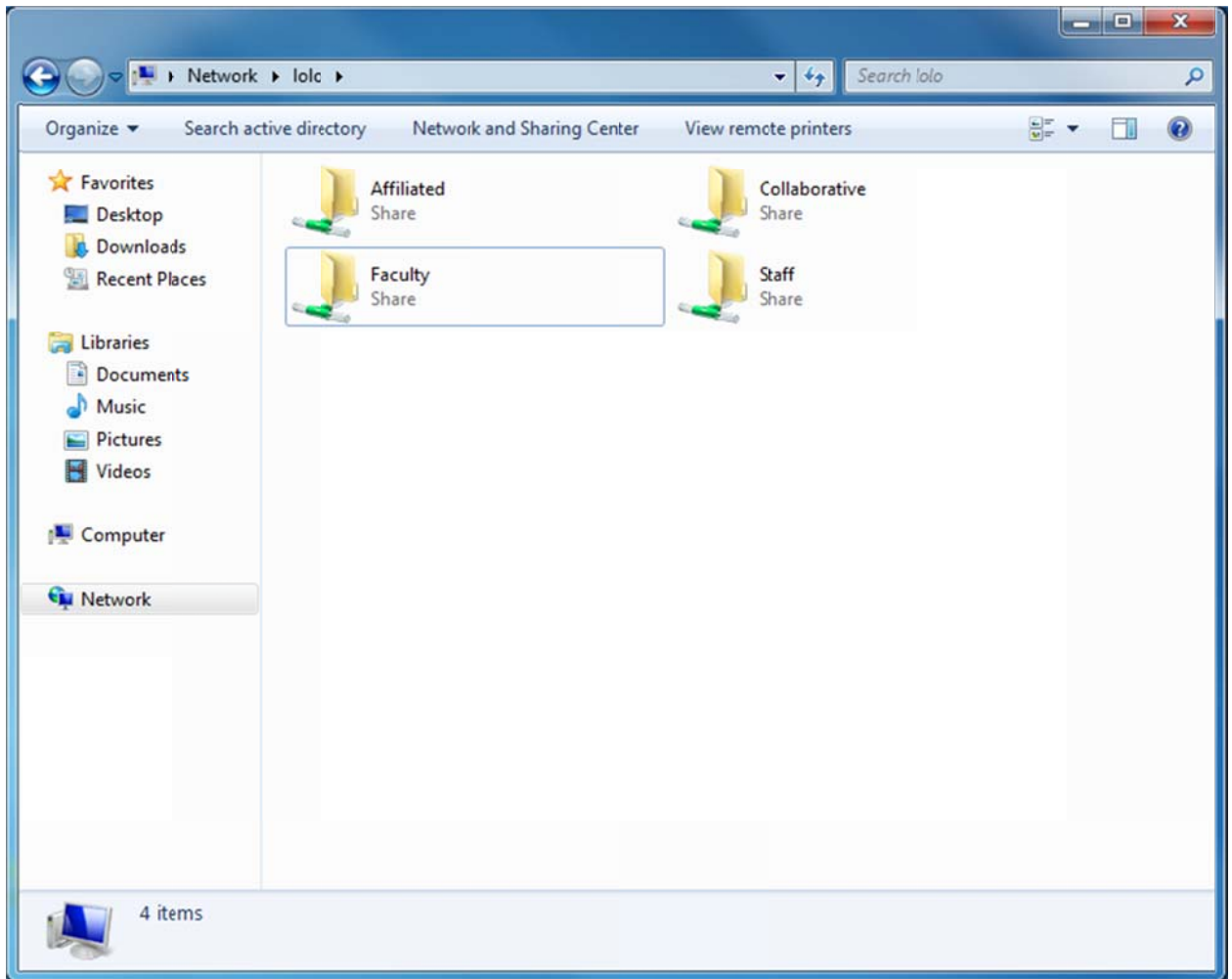
- [\\Lolo](#)
- [\\GBBLabs\Classes](#)

Connecting to a Server

1. Open the start menu in the search bar type “**\\NameOfServer**”. Where the name of the server is one of the two listed above.



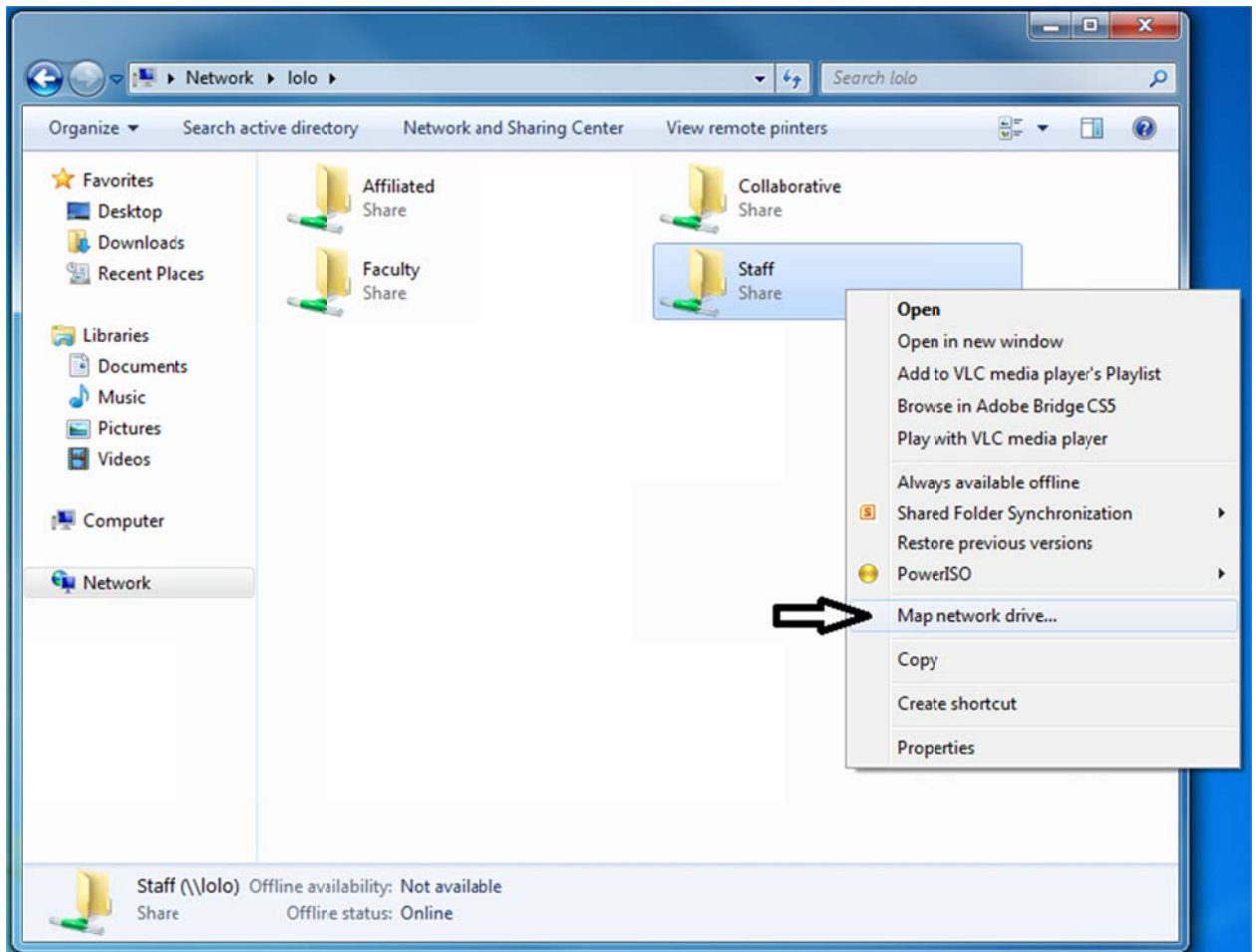
2. Press enter and the windows explorer will display the server. Lolo is displayed below.



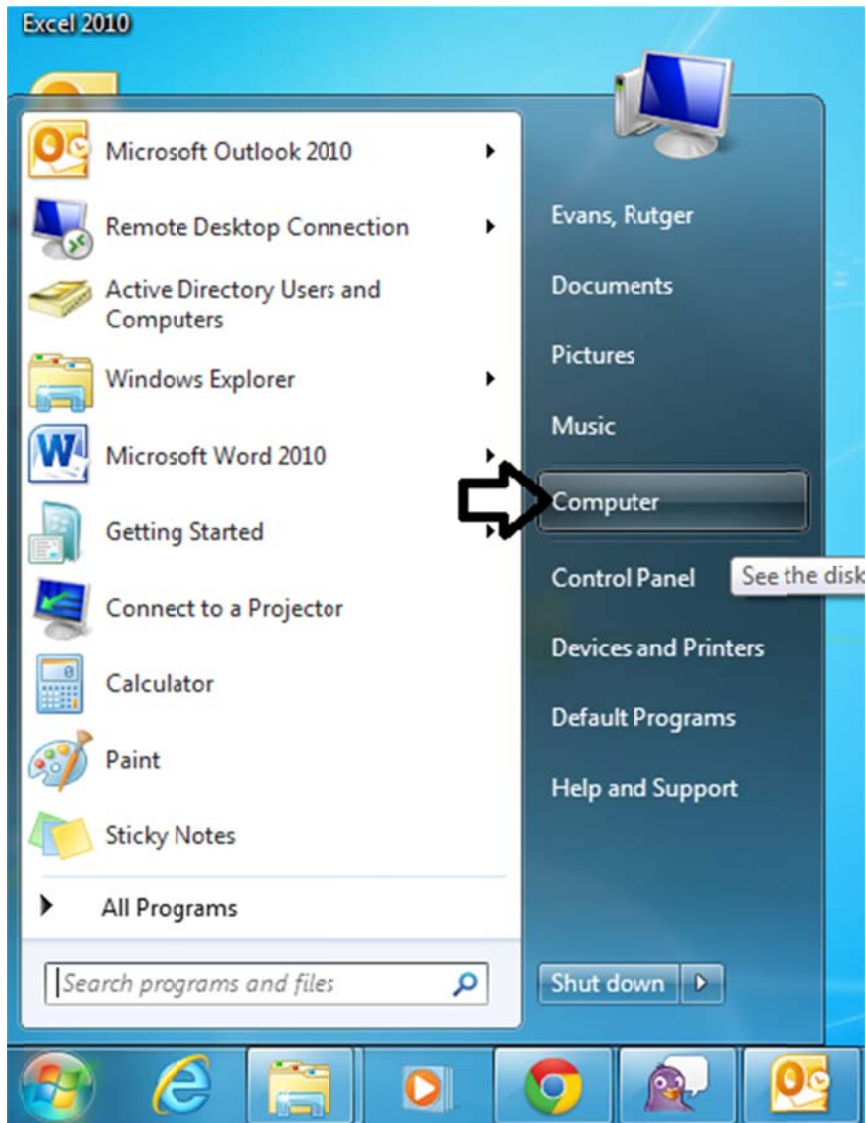
3. From here you can navigate to the file you wish to access.

Mapping a Drive

1. Following the steps above navigate to the drive you want to map.
2. Once you have reached the drive right click on it and choose **“map network drive...”**



3. A dialog box will pop up just click finish and the drive will be mapped. In order to navigate to the drive open the start menu and choose computer.



4. The mapped drive will now show up under the “**Network Location**” list. If you want to create a desktop shortcut right click on the drive and choose “**Create shortcut**” the drive will now be on your desktop.

