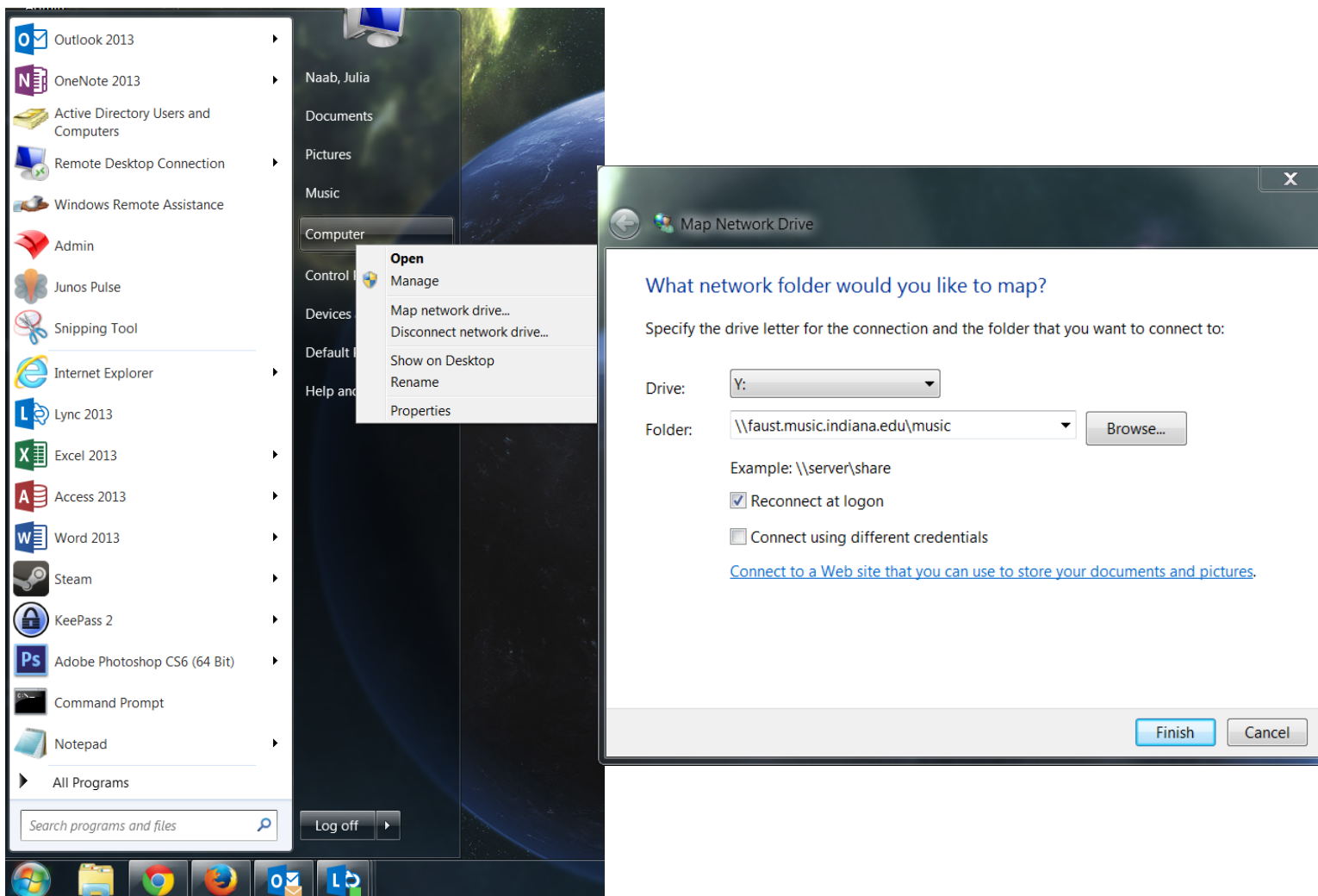# Mapping a Network Drive to the File Server
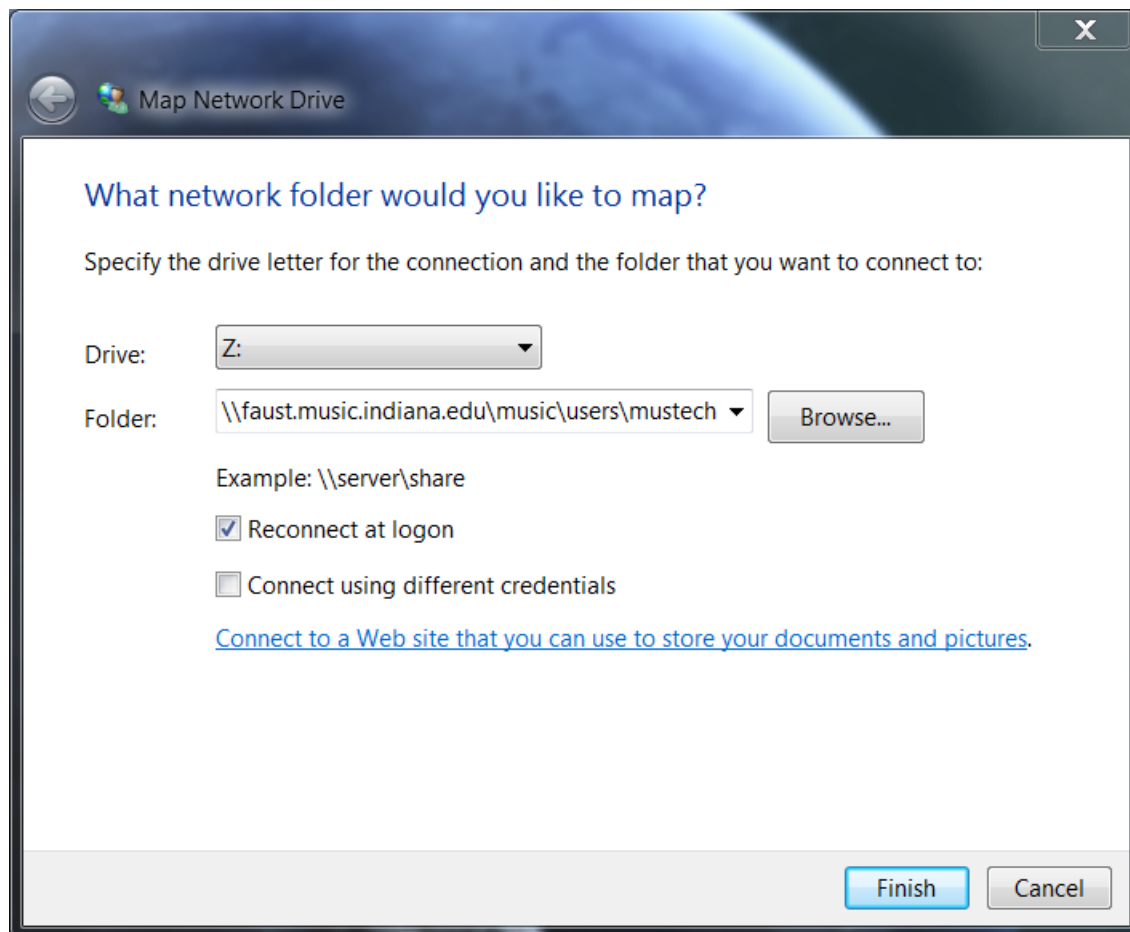
Generic Drive Mapping

1) Right-click on **My Computer** and select **Map Network Drive**
2) **For the Drive:** <any available drive letter will work>
3) **For Folder:** type **\\faust.music.indiana.edu\music**
4) Check the box next to "Reconnect at Logon"
5) Click Finish

Map *User* folder

1) Right-click on **My Computer** and select **Map Network Drive**
2) **For the Drive:** <any available drive letter will work, preferably use Z: if available>
3) **For the Folder:** type **\\faust.music.indiana.edu\music\users\<your username>**
4) Check the box next to "Reconnect at Logon"

Map *Group, or Department* Folder

1) Right-click on **My Computer** and select **Map Network Drive**
2) **For the Drive:** \<any available drive letter will work, preferably use G: if available>
3) **For Folder:** type **\\faust.music.indiana.edu\music\groups\<dept folder>**