

# How to Map a Network Folder

You have been given access to one of the A-State network folders and now you need to set it up so you can access the folder on your office workstation.

These instructions are for mapping a network folder to your computer. These are not for adding or accessing a M365 group document library.

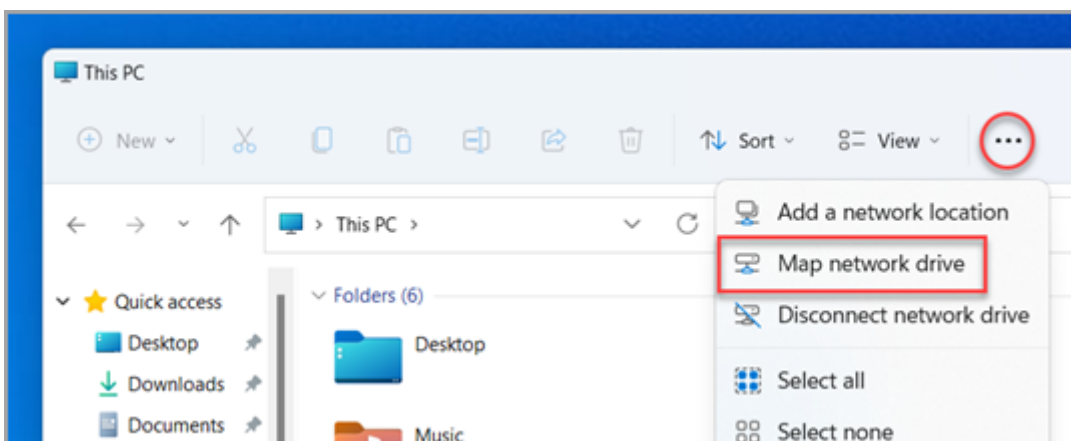
Before attempting to map the network folder, please log off your workstation and then log back in. This step is necessary in order to pickup the new permissions assigned to your account.

If you can't connect to a network drive or folder, you might not have the correct permissions. If your supervisor/manager has not requested access to the network folder for you yet, please contact them and have them submit a help desk ticket to request access to the network folder.

## Windows 11

Map a network drive to get to it from File Explorer in Windows without having to look for it or type its network address each time.

1. Open **File Explorer** from the taskbar or the **Start** menu, or press the **Windows logo key + E**.
- 2.
3. Select **This PC** from the left pane. Then, on the File Explorer ribbon, select **More > Map network drive**.



**Note:** If you don't see Map network drive on the More menu, you can right-click the **This PC** node in the folder pane and you'll see the command there.

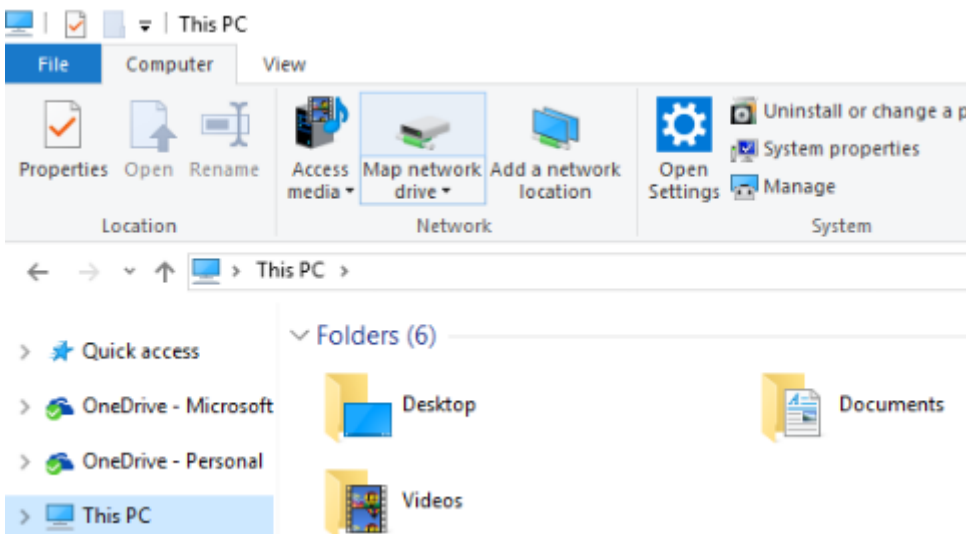
4. In the **Drive** list, select a drive letter. (Any available letter will do.)
5. In the **Folder** box, type the path of the folder or computer, or select **Browse** to find the folder or computer. To connect every time you sign in to your PC, select **Reconnect at sign-in**.
  - If you type in the path of the folder, use the following format:

Example: \\fs1.astate.edu\its\_exampleshare

6. Select **Finish**.

## Windows 10

1. Open **File Explorer** from the taskbar or the **Start** menu, or press the **Windows logo key + E**.
- 2.
3. Select **This PC** from the left pane. Then, on the **Computer** tab, select **Map network drive**.



4. In the **Drive** list, select a drive letter. (Any available letter will do.)
5. In the **Folder** box, type the path of the folder or computer, or select **Browse** to find the folder or computer. To connect every time you log on to your PC, select the **Reconnect at sign-in** check box.
  - If you type in the path of the folder, use the following format:

Example: \\fs1.astate.edu\its\_exampleshare

6. Select **Finish**.

# Mac OS

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1. In the **Finder** on your Mac, choose **Go > Connect to Server**.
2. Type the network address for the computer in the Server Address field using the following format:  
smb://DNSname/FolderName  

Example: smb://fs1.astate.edu/its\_exampleshare
3. Follow the onscreen instructions to type the workgroup name and a user name and password, then choose the shared folder you want to access.
  - To make it easier to connect to the computer in the future, select **Remember this password in my keychain** to add your user name and password for the computer to your keychain.

For further assistance, contact the ITS Help Desk at 870-972-3933 or stop by IT Support Services ([itsupportservices@astate.edu](mailto:itsupportservices@astate.edu)). It is located on the bottom floor of the Dean B. Ellis Library, Room 149.

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