To map your network drives:

1. Right-click My Computer
2. Select Map Network Drive

3. In the Drive dropdown menu, choose the drive letter:
   - M:
   - N:
   - I:

4. In the Folder field, enter the folder location:
   - For M: enter `\fsrv\yourusername$`
   - For N: enter `\fsrv\pccommon`
   - For I: enter `\fsrv\netcommon`

5. Check Reconnect at logon

6. Click Finish

7. If prompted for a username and password, enter `yourusername@hws.edu` and your password

8. Click OK

   A new window will open showing the folder contents.

If you have difficulties using these directions or you wish to provide feedback, please e-mail helpdesk@hws.edu or call ext. 4357.