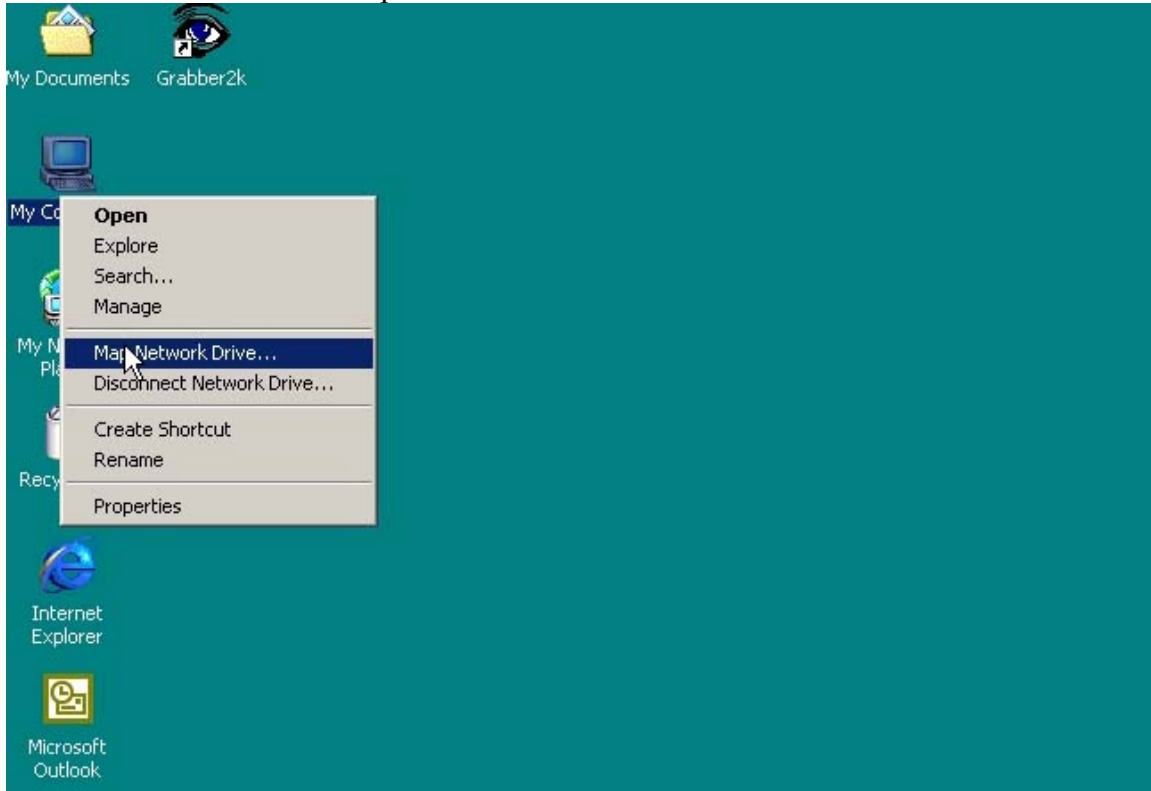
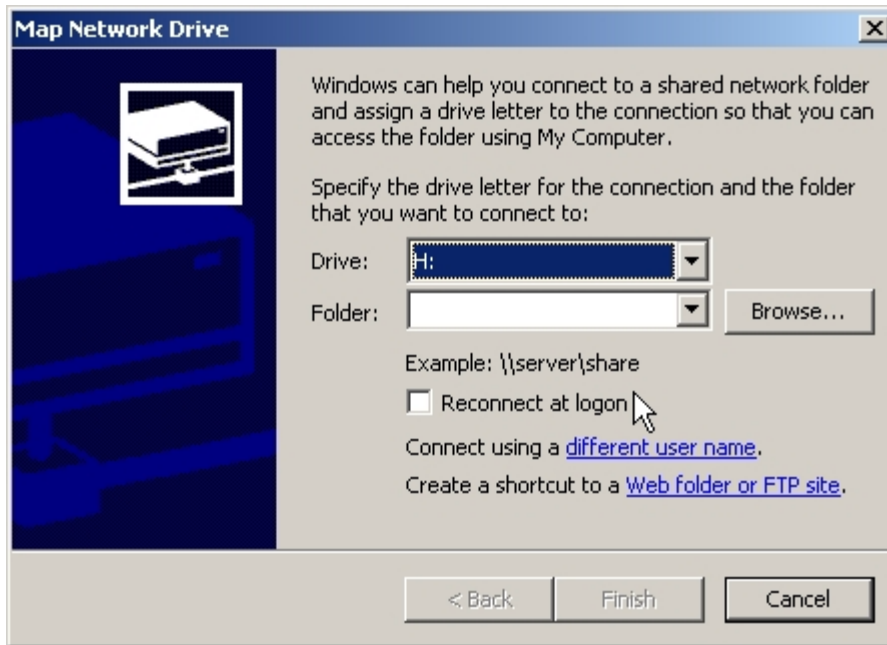


## Mapping a Drive in Windows 2000

To map a drive in Windows 2000 you must first RIGHT click on the “My Computer” icon usually found near the upper left hand corner of your desktop. Then select “Map Network Drive” from the drop down menu.

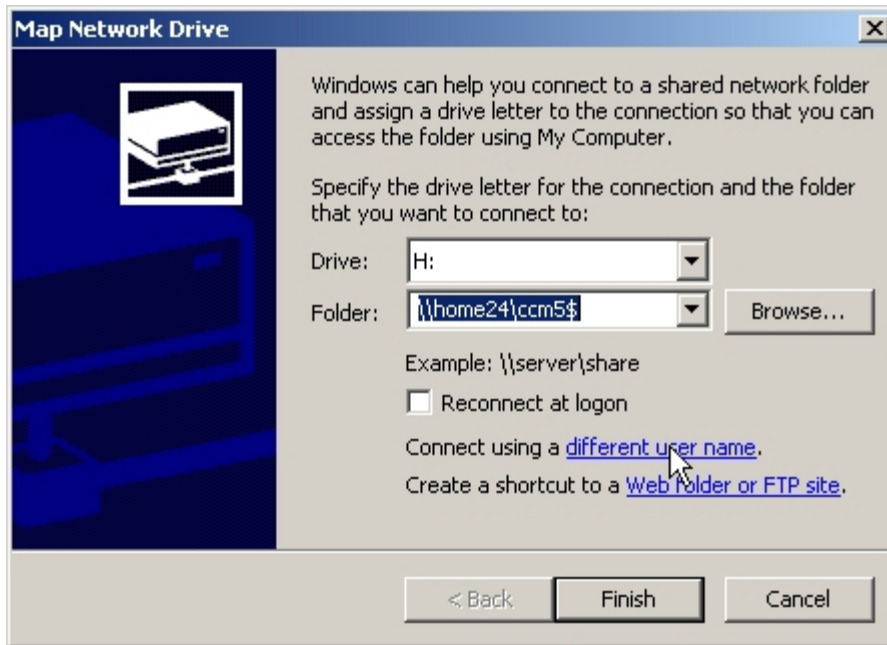


Then you will need to select a drive letter to which you want to map your shared file area or home drive. For the example I chose the “H:” drive.

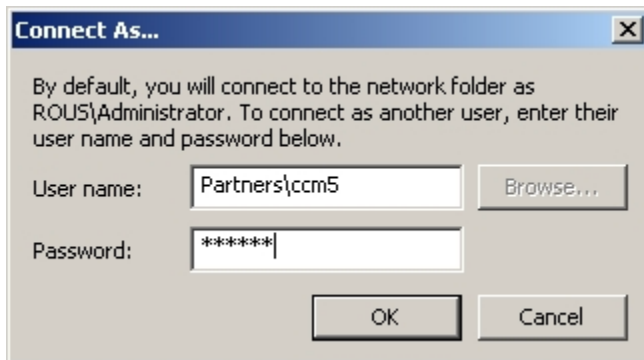


In the “Folder” box you must type the name of the Shared File Area or Home Drive you would like to map to. For example if you were mapping to the “L:” drive which is SFA1 you would type [\\SFA1\SFA](#). In the example I used the mapping for my Home Drive, which is Home 24. My username is CCM5. Therefore to map my Home drive I would type in [\\HOME24\CCM5\\$](#) You must include the “ \$ “ after your user name ONLY if you’re mapping a Home Drive.

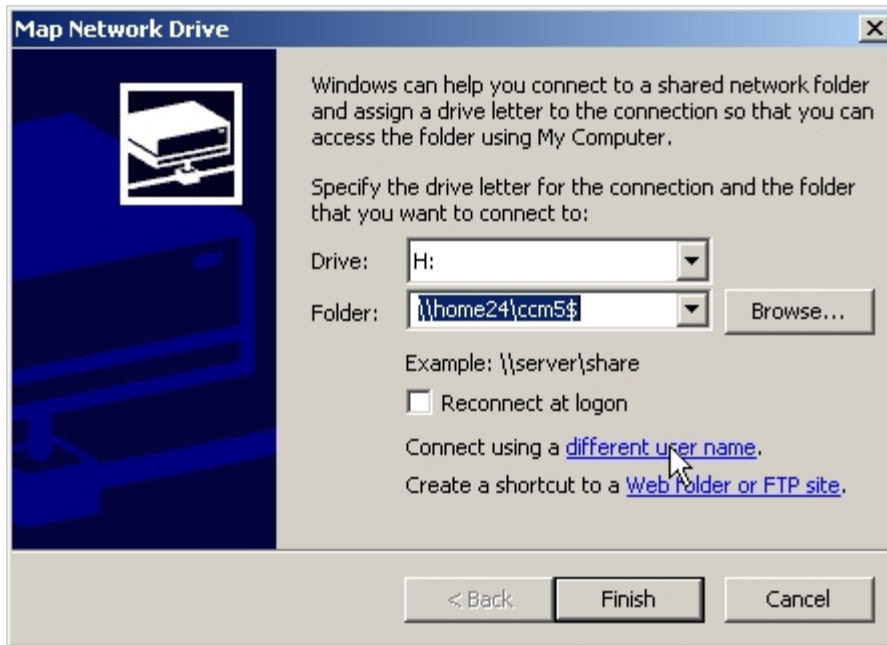
\* If you do not know what Home Drive you are on please contact the Help Desk and they will be able to provide you with that information.



Once you have entered that information click on “Connect using a different user name.” When challenged for a user name and password you must enter “Partners\`your user name” and your Partners password.



Once you have entered this information click “OK” and you will be brought back to the previous screen.



Click Finish and you will be connected to your desired drive.