

Mapping a Network Drive

Windows Vista

- Open “My Computer”
 - (see image 1)
- Click on “Map network Drive”
 - (see Image 1)
- Select the desired “Drive” letter
 - (see Image 2)
- In the “Folder” box, type the following
 - \\abac_web\#####
 - NOTE: The ##### represents your file name, such as “jweaver” for Janet Weaver.
- To avoid having to type in your password a second time, check the “Reconnect at logon” box.
- Click “Finish”

Image 1

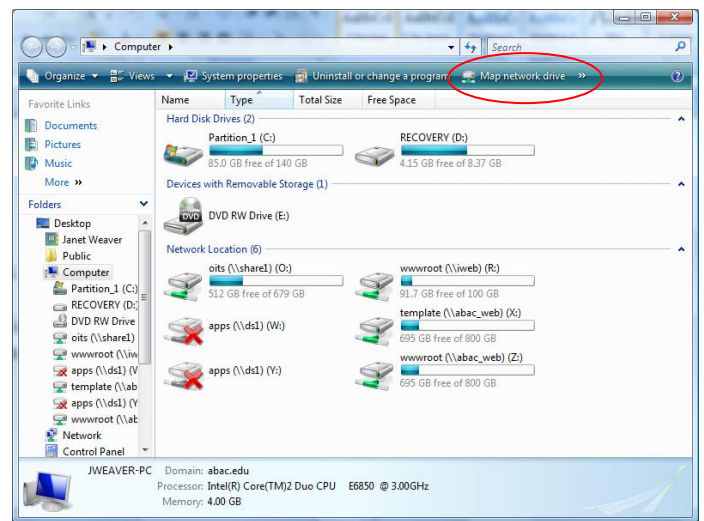


Image 2

