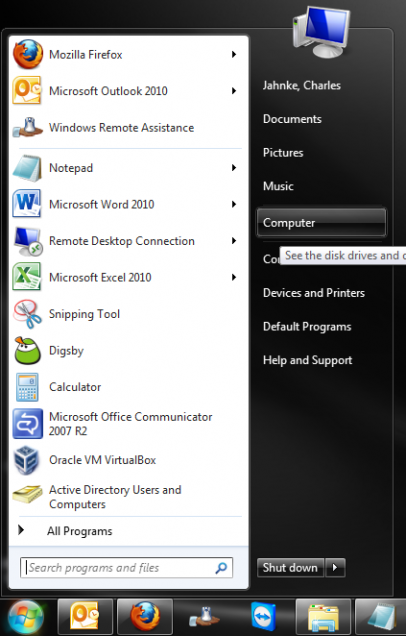
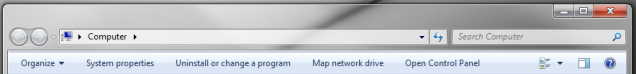
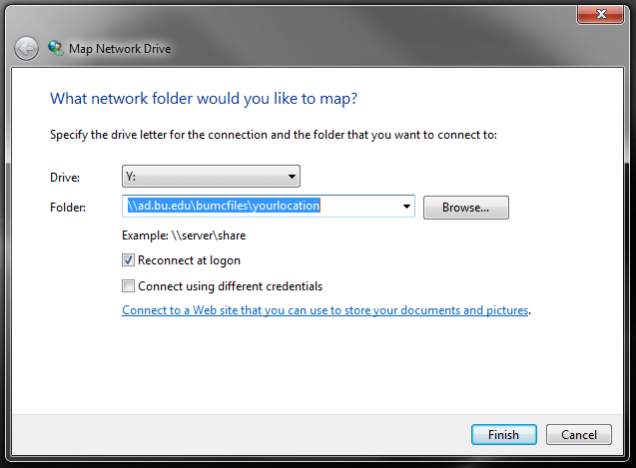
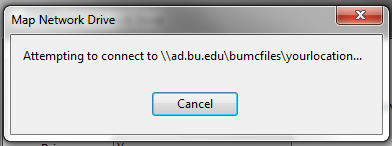
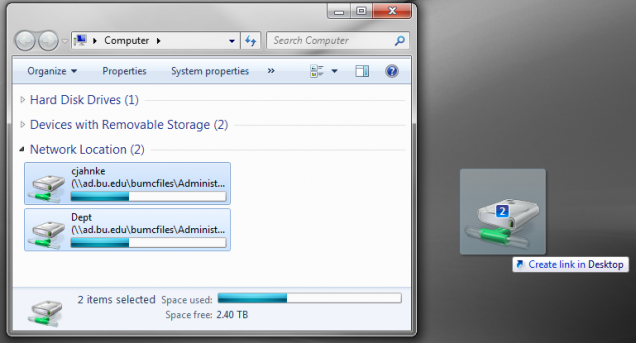
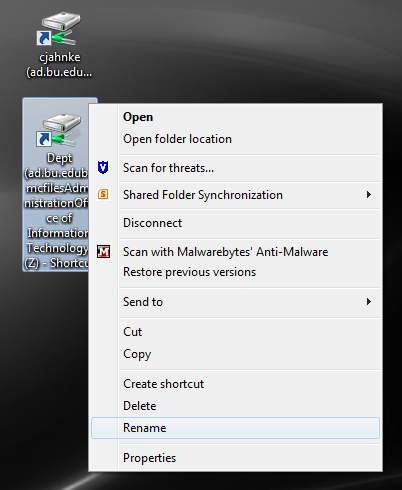
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**Mapping the Y Drive on Windows 7/ Vista**

12/21/2011

1. Click on the **Start** button in the lower left and then click **Computer  
   [](http://www-test.bu.edu/bumc-it/files/2011/12/start1.png)**
2. Click **Map network drive** from the title bar  
   [](http://www-test.bu.edu/bumc-it/files/2011/12/map.png)
3. Specify the drive letter (Y for Personal and Z for Department) and map the appropriate addresses.
4. Ensure **Reconnect at logon** is checked and click **Finish**.
5. A Map Network Drive box may appear as the folder is located connects. If this box hangs, cancel the attempt and ensure network connectivity and folder location is typed correctly. The **Browse**button may simplify the location process.  
   [](http://www-test.bu.edu/bumc-it/files/2011/12/attemptconnect.png)
6. Once the network folders are mapped, shortcuts can be added to the desktop by clicking on the drives and dragging them to the desktop.[](http://www-test.bu.edu/bumc-it/files/2011/12/shortcut.png)
7. The network drives will appear with their full folder location and will need to be renamed. Right-click on the drive and rename it to its appropriate description (“Y Drive” or “Dept”) [](http://www-test.bu.edu/bumc-it/files/2011/12/rename.png)
8. When finished, the shortcuts should appear as shown below.  
   [](http://www-test.bu.edu/bumc-it/files/2011/12/shortcuts.png)