

# HOW TO MAP A NETWORK DRIVE

- **Login: Your Usual Login**
- **Double Click "My Network Places"**
- **Double Click "Entire Network"**
- **Click "Microsoft Windows Network"**
- **Click "BISD"**
- **Find the Computer named "Benningt-server" and double click**
- **Right Click "Students"**
- **Click "Map Network Drive"**
- **Change the Drive Letter to "S"**
- **Click Finish**
- **Log-Off**
- **Log-In to your computer**
- **Double Click "My Computer"**
- **Open Drive "S"**
- **Find your name and Open that Folder**

**You can save information from any or all of your class in this folder.**

**This folder cannot be accessed by other students. Only you**

**\*\*\*\*This folder will be available to you from any computer in the school building if you log in as your usual login.**

**You now have unlimited storage space available to you.**

**Most of our Computer Science work will be saved to this folder.**

**(This information is specific to the Bennington School Network)**