Create a shortcut to (map) a network drive

When you create a shortcut to a shared folder or computer on a network (also called mapping a network drive), you can get to it from Computer or Windows Explorer without having to look for it or type its network address each time.

1. Open Computer by clicking the Start button , and then clicking Computer.

2. Click Map network drive.

   What network folder would you like to map?

   Specify the drive letter for the connection and the folder that you want to connect to:

   Drive:  
   Folder:  

   Example: \server\share

   □ Reconnect at logon
   □ Connect using different credentials
   Connect to a Web site that you can use to store your documents and pictures.

3. In the Drive list, click a drive letter.

   You can choose any available letter.

4. In the Folder box, type the path of the folder or computer, or click Browse to find the folder or computer.

   To connect every time you log on to your computer, select the Reconnect at logon check box.

5. Click Finish.

   Your computer is now connected, or mapped, to the network drive.
Before you can instruct your Mac to automatically connect to a network drive, you first need to connect to the drive manually and allow OS X to save your user name and password for that drive. To do this, select Finder and choose Go > Connect to Server from the Menu Bar. In the server connection window that appears, enter the IP address or local name of the network drive you’d like to configure to automatically mount.

Click Connect to begin the connection to the network drive. If the drive or volume requires a user account and password, select Registered User and enter the required credentials. Before you press Connect again, however, make sure that Remember this password in my keychain is checked. This will let your Mac save and submit your account name and password when attempting to automatically connect to the network drive. Without it, you’ll be prompted to enter this information each time you log in, eliminating at least half of the purpose of setting up an automatic network drive connection in the first place.

When you’re ready, press Connect a second time and the drive will mount if all information was entered correctly. You can now close any open Finder windows.