

## How to MAPP A DRIVE

1. To map a drive right click on "My Computer" and choose "Explore".
2. Then go to the header entitled "Tools", click and choose "Map Network Drive".

**\*\***(You can make the drive letter any available letter from the drop down menu that you prefer.)**\*\***

3. In the box "Folder" type in this: <\\128.135.184.2\ortho> (section folder name, i.e. general, ortho, etc.)
4. Make sure that you check reconnect at login so that it maps every time you login to the computer.
5. Click "OK" then click "Finish" and this should complete mapping a drive.