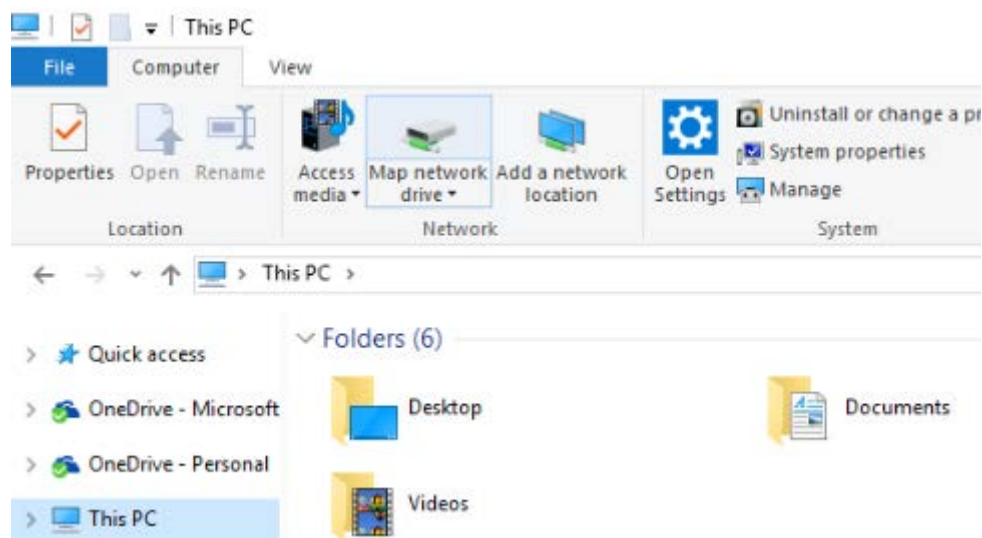


How to map a network drive

1. Open File Explorer from the taskbar or the Start menu, or press the Windows key + E.
2. Select This PC from the left pane. Then, on the Computer tab at the top of the window, select Map network drive.



3. In the Drive list, select a drive letter - for example if you know you want to map the P drive pick P, but if you're not sure any available letter will do.

4. In the Folder box, type the path of the drive you wish to map. To connect every time you log on to your PC, select the Reconnect at sign-in check box.

If you are in a professional services division the path for your P drive will start with

[\\adminshared.lse.ac.uk\PDRIVE\](#) followed by your Divisions name.

- *For example:*

\\adminshared.lse.ac.uk\PDRIVE\Residences

If you are in an Academic department the path for your P drive will start with [\\deptshared\](#) the be followed by the initial letter of your department and your department name.

- *For example: \\deptshared\A\ACCOUNTING*

If you need any help working out the correct path of the drive you wish to map, please contact LSE tech support.

5. Select Finish