

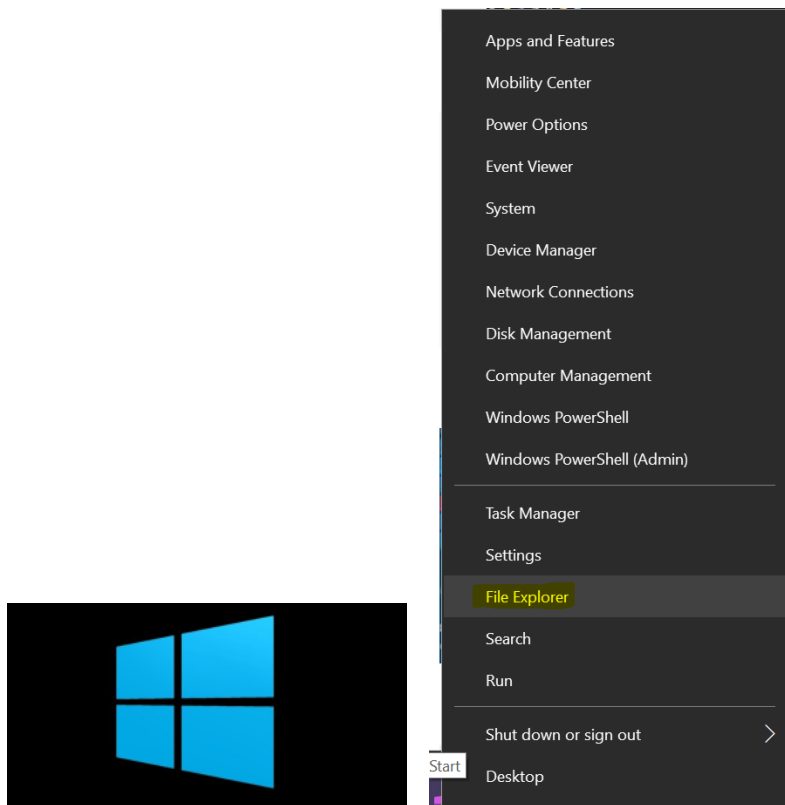
How to Map a Drive/uStor folder (M:) for Windows 10

Follow the steps below to map a drive on your Windows 10 computer.

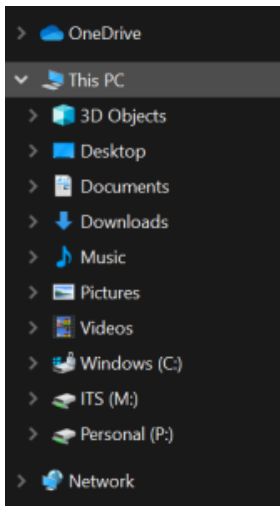
Step-by-step guide

If you have recently been granted access to a departmental M: drive folder that is not in your organizational unit or if you are a student requesting access to a M: drive folder then you will need to map a drive letter to view it.

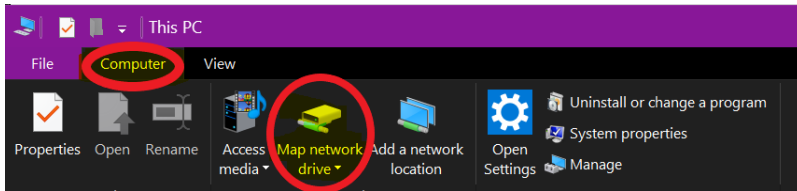
1. Open file explorer, by **right** clicking on the Windows 10 Start Icon, and selecting File Explorer from the list.



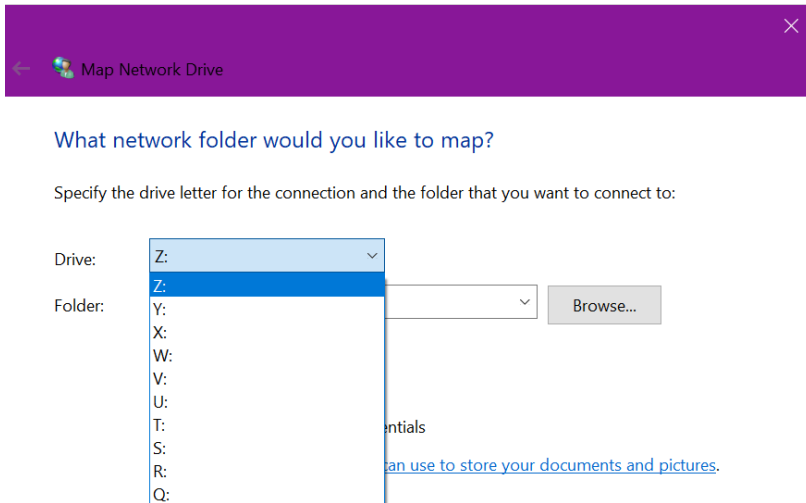
2. Select **This PC** from the left column.



3. Select the **Computer** Tab at the top of the screen and then click **Map network Drive**.

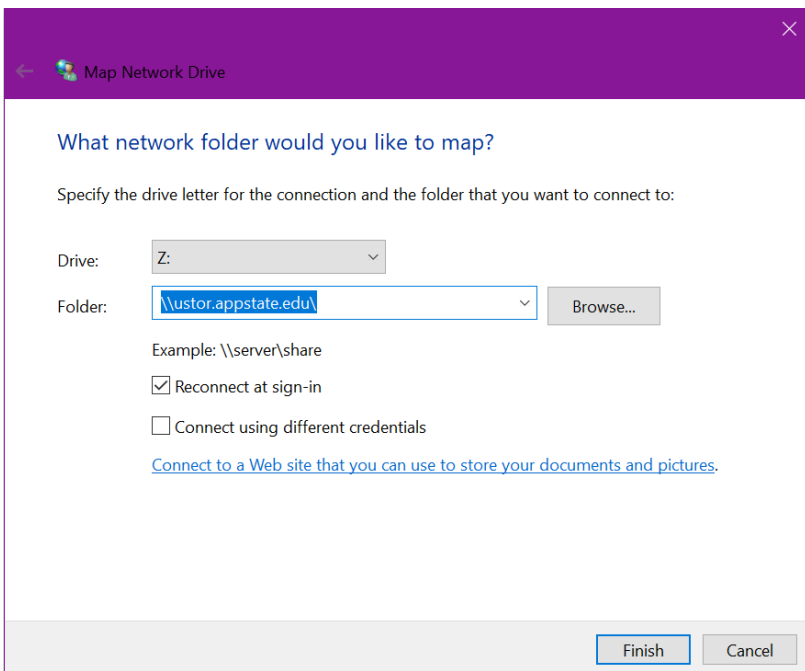


4. Choose a drive letter from the list that is not occupied.

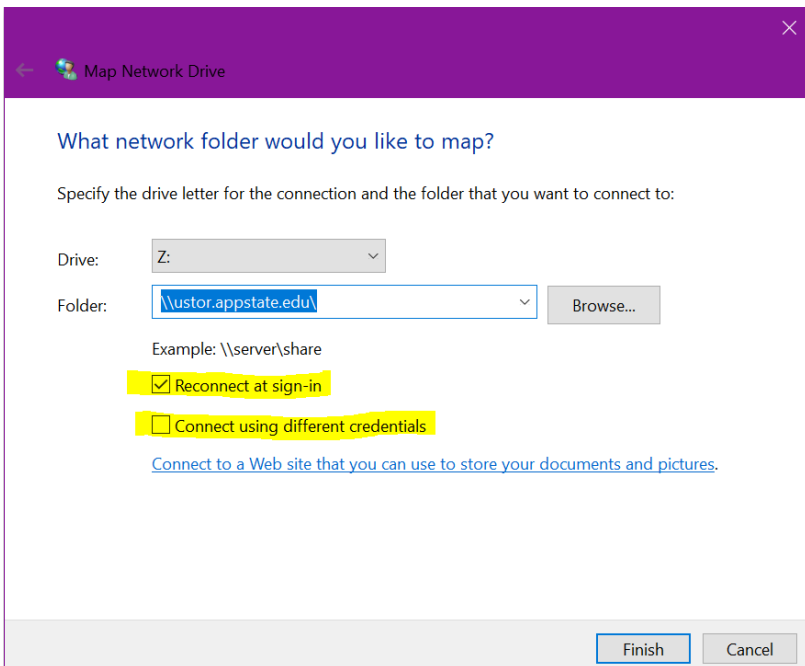


5. Type in the folder path. The path will always start with `\\ustor.appstate.edu\` and then continue with the department and folder name that you requested access to.

****If you are unsure the exact path, you may type `\\ustor\` and then click **Browse...** to navigate the available folders.



6. Make sure **Reconnect at sign-in** is **checked** and **Connect using different credentials** is **unchecked**.



7. Click Finish and restart your computer.

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