How to Map a Network Share to a Folder

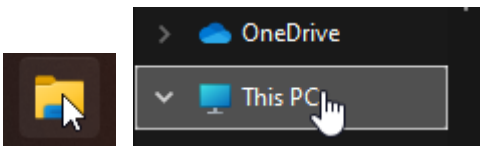
□□ What You'll Need:

- The path to the network share (e.g., `\\servername\sharename`)
- Optional: Username/password if required by the network share

□□ Step 1: Open File Explorer / This PC

Instructions:

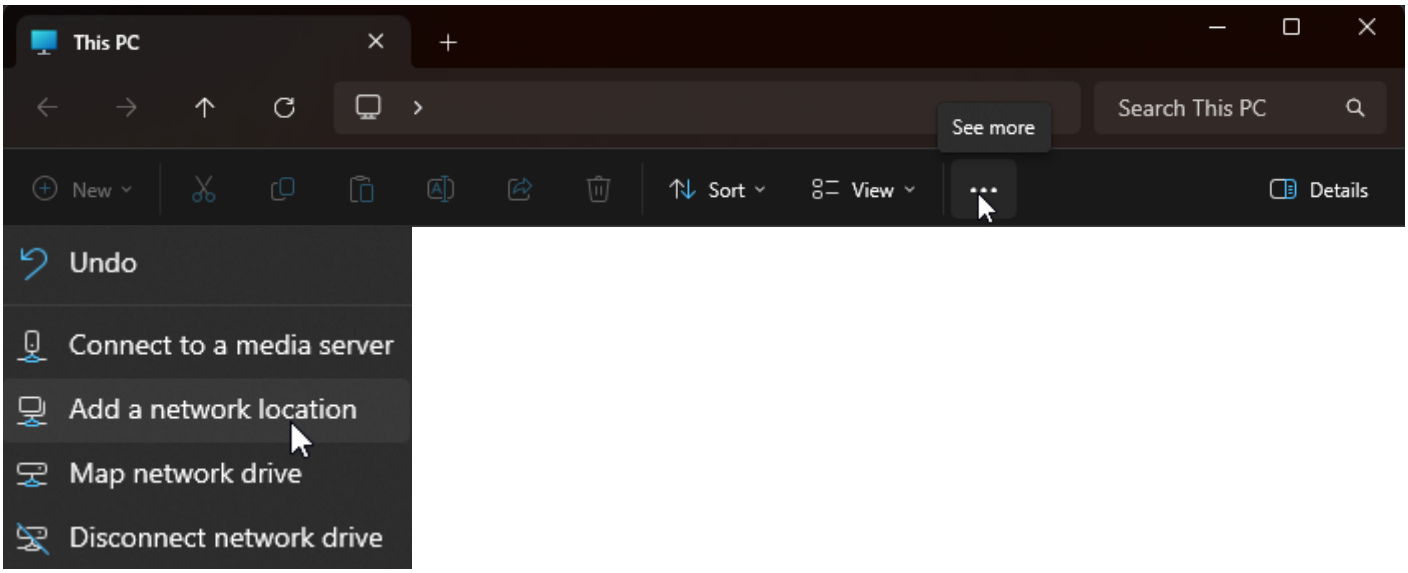
- Press `Windows + E` to open **File Explorer**
- Or click the **folder icon** in the taskbar
- If you are not already in there, In the left-hand sidebar, click on **This PC**



□□ Step 2: Click "Add a network location"

Instructions:

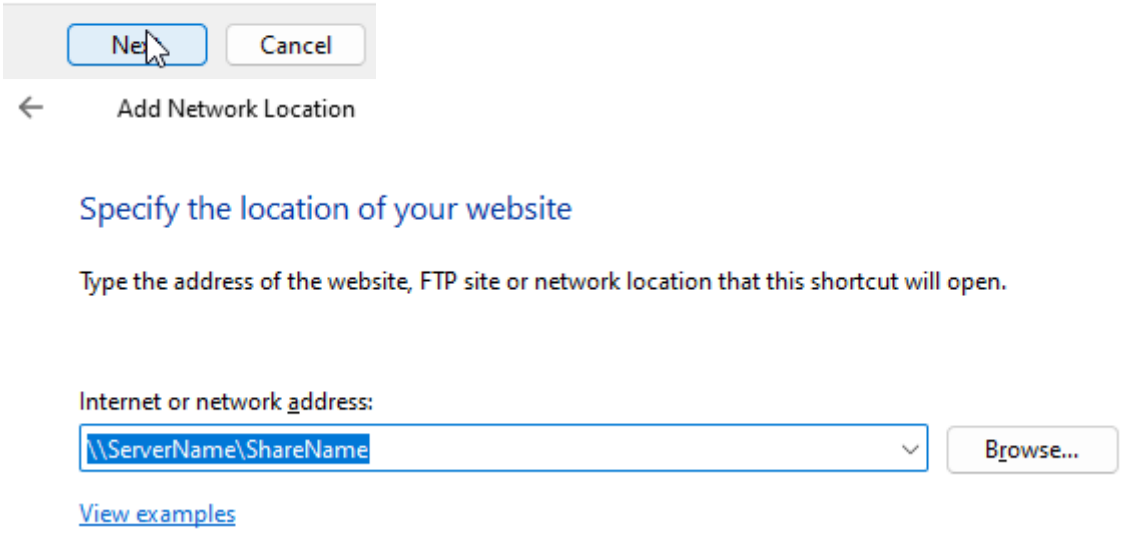
- In the top toolbar, click on the **three-dot menu** (`...`)
- Choose "**Add a network location**"

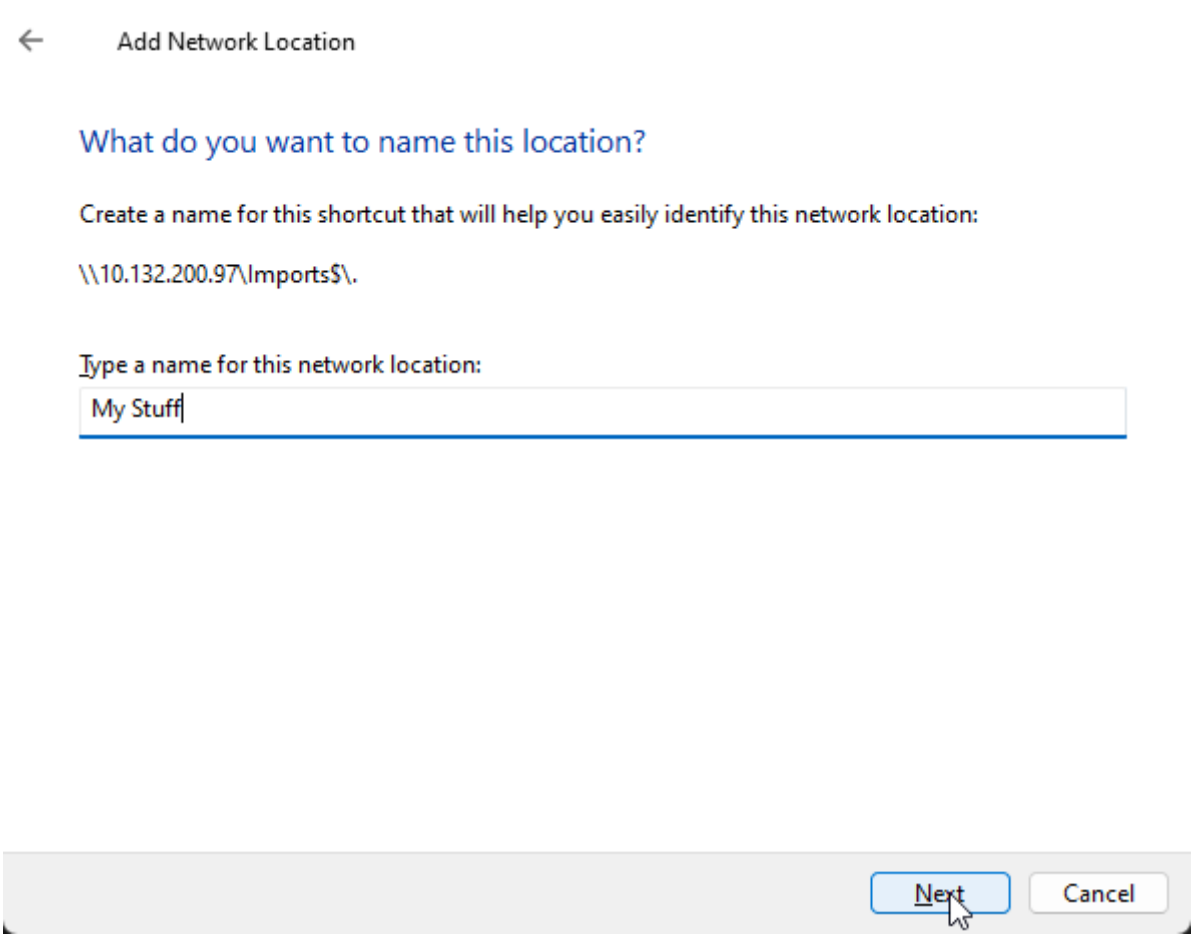


Step 3: Choose Folder Path and Name

Instructions:

- Follow the prompts. Click next, then next again.
- In the **Internet or network address** field, type the path to the network share (e.g., `\\ServerName\ShareName`)
- Click **next**, then choose a **Name** to call the folder.
- Click **next** and then **finish**.

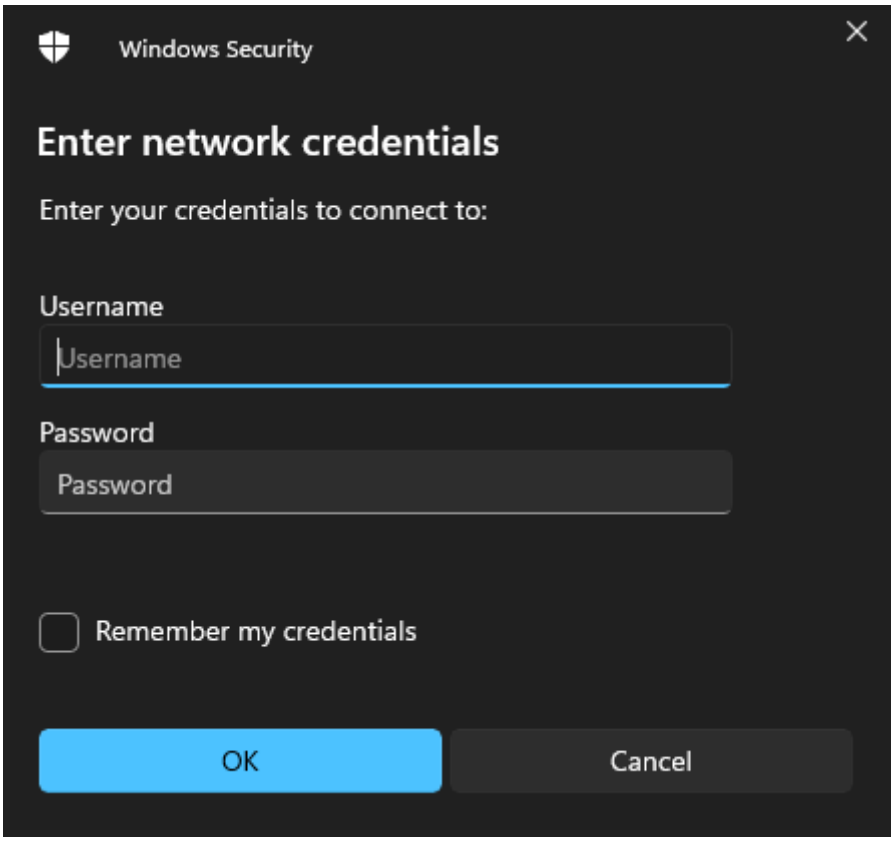




□□ Step 4: Enter Network Credentials (if prompted)

Instructions:

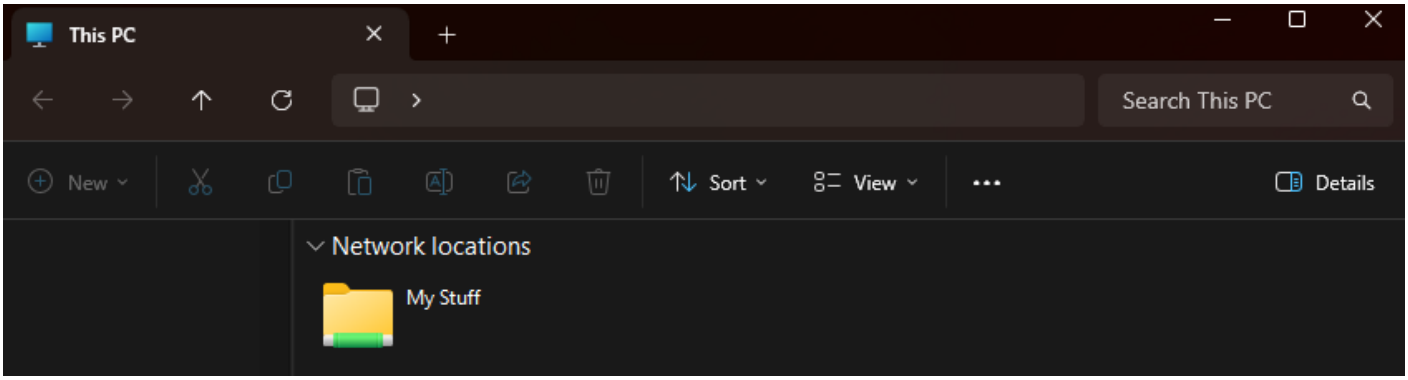
- If the share requires a username/password, a login prompt will appear.
- Enter your **credentials**, and check **Remember my credentials** if you don’t want to enter them every time.



Step 5: Access the Mapped Folder

Instructions:

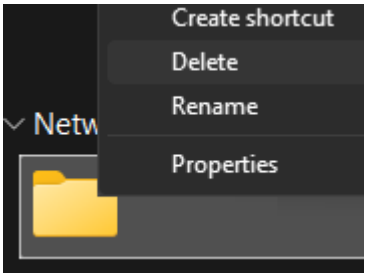
- You'll now see the new folder in **This PC** under **Network Locations**
- You can open it just like any other folder / drive.



Done!

You’ve successfully mapped a network drive to a folder in Windows 11. It will now show up in File Explorer every time you log in.

> If you want to remove this mapped folder at any time, simply **delete** it like you would any other folder.



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