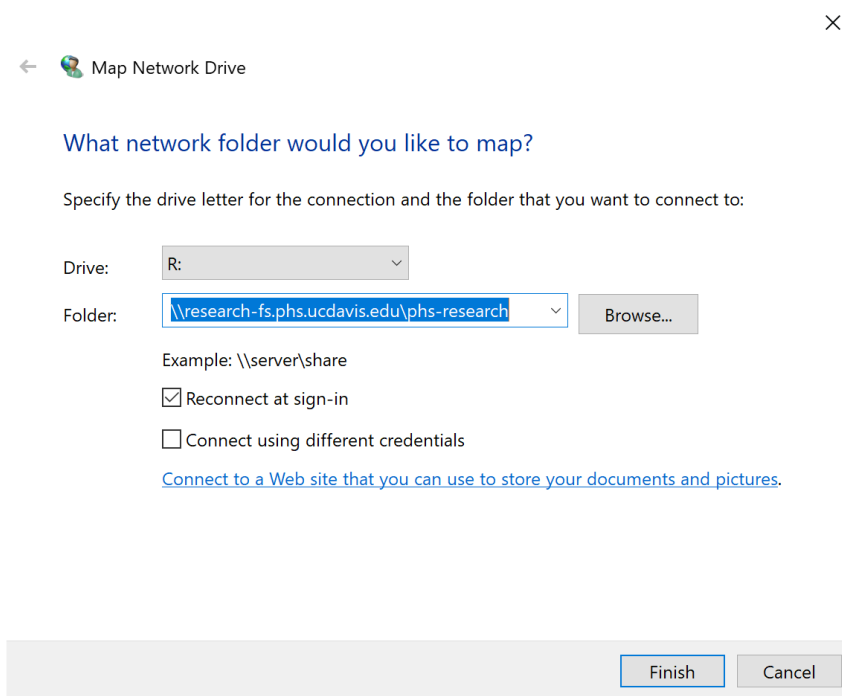


# How do I map PHS file shares?

## Procedure

1. Type `map network drive` into the search field at the bottom left of the computer display and click the **This PC** icon when it appears.
2. In the upper left corner of the This PC window click the **Computer** link and then click the **Map network drive** icon.
3. This will open the Map Network Drive Wizard.



4. Select the Drive letter and enter the Folder path as shown in the above screenshot

- **IHP folder (I: Drive):** Select the drive letter (**I:**) and enter this path:

`\\research-fs.phs.ucdavis.edu\ihp`

- **Research folder (R: Drive):** Select the drive letter (**R:**) and enter this path:

`\\research-fs.phs.ucdavis.edu\phs-research`

- **Admin folder (M: Drive):** Select the drive letter (**M:**) and enter this path:

`\\admin-fs.phs.ucdavis.edu\phs-admin`

5. A prompt to enter username and password will appear. Enter your PHS user name and password

**Note:** You will need to enter your user name as `epm\[username]`.

6. Check the boxes "**Remember my credentials**" and "**Connect using different credentials**".

7. Click Finish

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