

# How do I map UCDH 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. Select the Drive letter and enter the Folder path

## For H: Drive

1. Select the drive letter (**H:**) and enter this path:  
`\\hsnfm01.ucdmc.ucdavis.edu\homefolders\[user folder]`.
2. A prompt to enter username and password will appear. Enter your HS username and password, but enter your user name as `hs\[username]`.
3. Be sure to check the box **“Remember my credentials”**.
4. Click Finish

## For S: Drive

1. Select the drive letter (**S:**) and enter this path:  
`\\hshome.ucdmc.ucdavis.edu\shared\[foldername]`.
  - If you don't remember the entire path just enter `\\hshome.ucdmc.ucdavis.edu\shared` and then after mapping the drive navigate to the folder you need to access.

2. A prompt to enter username and password will appear. Enter your HS username and password, but enter your user name as `hs\[username]`.
  3. Be sure to check the box “**Remember my credentials**”.
  4. Click Finish
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