

## Map a Drive to the Winmedia Server (Windows)

When on campus, faculty and staff are able to map a drive (create a shortcut) from their office computer to their Winmedia folder (Off-campus uses ftp protocol to transfer files). Using a mapped drive, multimedia files are simply dragged and dropped to the Winmedia folder.

### STEP 1. Open the Map Network Drive dialog box

Windows XP: Right-click the **My Computer** icon Windows XP and choose **Map Network Drive...**

Windows 7: Double-click the computer icon on the desktop to open **Windows Explorer**. Choose **Tools** and then **Map Network Drive...**



### STEP 2. Complete the Map Network Drive dialog box.

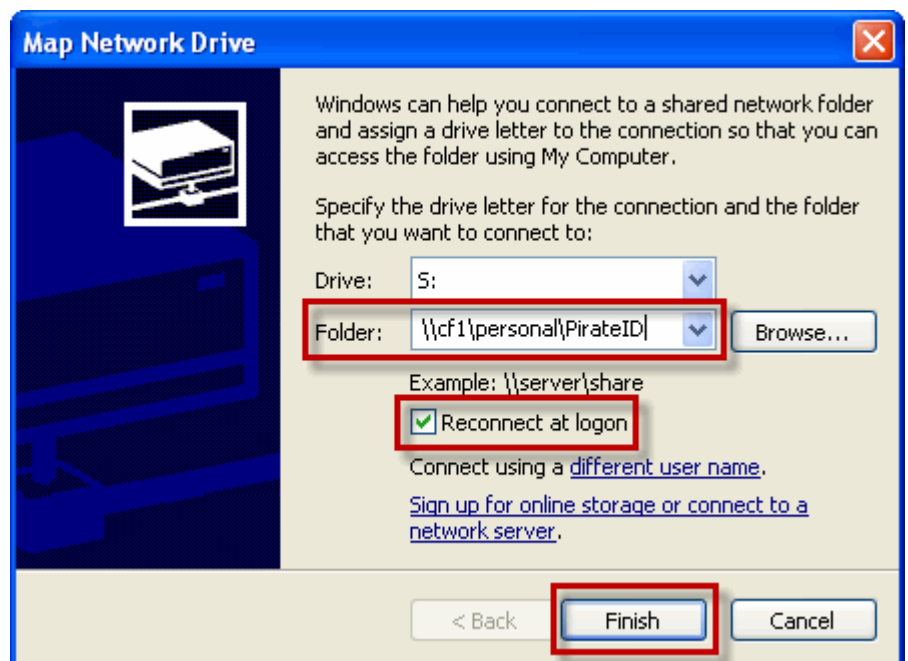
Leave the **Drive** letter default.

Type the following in the **Folder** text box:

[\\winmedia\winmedia\folder name](#)

Make sure that the **Reconnect at Logon** box is checked.

Click **Finish**.



A new window will open on your desktop showing the multimedia files in the folder.

You may now drag and drop new files, images, etc., from your desktop to the Winmedia folder.