# Lost Network-Drive Mappings

If you try to access a network drive, usually from within an application, and the application reports 'File not found' or some similar access error, the problem may be that your local machine is not longer aware of the network drive on which the data or documents are stored – that is, the mapped drive is no longer available at that station.

**Concepts:**

To make areas of network servers (*shares*) available to network stations, we define them at each station as a *mapped drive.*  Then, from any application – including Windows Explorer – that share on the network server will appear as a drive, just as available as your local removable or hard drives.

However, if the server is 'off-line' to the station when you log on – because the server was 'down' when you logged on, or there was a problem with the cabling or a hub or other hardware – your station will advise you of this, and as it tries to establish its drive mappings, *it will and ask if you want to make the same connections next time you log on.*  If you do not answer 'Yes' (the default), your station will not attempt to establish the necessary drive mappings in the future.

**Solution:**

Re-establish the drive mappings and mark them for connection when you log on to the network.  See 'Re-mapping Network Drives' below.

**Avoiding this problem:**

If your station fails to log on to the network server and attempts to define its network drive mappings, it will display a window similar to this:



*You must click **Yes*** (or just press **Enter** to select **Yes** as the default) or your station will not map this network drive the next time you log on to the network.

# Re-mapping network drives

1.  Double-click the Network Neighborhood icon on your desktop

2.  Double-click on your network domain, the line with a computer icon and a name similar to 'MEXICO_PDC'

3.  Click on the share to which you want to map.

    If you don't know or can't recognize the name of the share, and nothing in the Comments column helps, call us.

4.  Select **File> Map Network Drive…** from the Network Neighborhood menu bar – or right-button click on the share name and select **Map Network Drive…** from the popup menu.

    Windows will open a window similar to this:
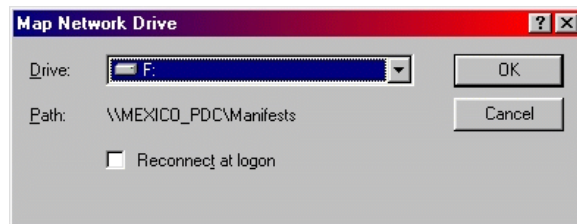
    

5.  Select the correct drive letter from the list, in the above example: **F:**

    If this share has been mapped in the past, Windows may display the drive letter to which it was mapped as a default.  Otherwise, select the correct one.  Again, if you're not sure what letter to use, call us.

6.  Check **Reconnect At Logon**.

    Again, if this share was previously mapped, it may already be checked for you.

7.  Click **OK**.

8.  Close all windows and return to your desktop.