alternative way to map a drive to Sharepoint Online

If you have trouble mapping your drive, you may also try the following, which includes troubleshooting steps.

Map the site as a network drive (alternative)

1. Double-click on My Computer to bring up Windows Explorer.
2. Click **Map Network Drive** near the top of the window.
   a. The **Map Network Drive** dialog box will come up.
3. Check the **Reconnect at logon** checkbox.
4. Click on the link underneath **Connect to a Web site that you can use to store documents and pictures.**

5. The **Add Network Location** Wizard dialog box will come up.
   a. Click **Next** and click **Choose a custom network location**, and click **Next.**
   b. You will now enter the location of your document library or site.
      i. An example (You would change the CAPS to your actual site name) would be [https://hu.sharepoint.com/sites/seas/YOU RSITE](https://hu.sharepoint.com/sites/seas/YOURSITE) to map the drive to the root of your site, or [https://hu.sharepoint.com/sites/seas/YOURSITE/YOURLIBRARYNAME](https://hu.sharepoint.com/sites/seas/YOURSITE/YOURLIBRARYNAME)

6. After you have filled in the site library you wish to connect to, click **Next.** The cursor will spin, and eventually, you should see a login box.
   a. Enter your login credentials (ie: your @seas.harvard.edu email address, and your Icemail password)
7. Type a name for this network location and click **Next** and **Finish**
8. You will now be able to open your Sharepoint site or document library as a mapped drive, shown in **Computer.**
Open a ticket by sending an email to help@seas.harvard.edu.

If you are unable to map your drive or if any of the steps do not work, try the troubleshooting steps here: Issues Mapping a drive to Sharepoint Online.