How to map a drive to SharePoint online

As SEAS migrates from on-premises Sharepoint to Sharepoint online, we have found that the drive mapping experience is different than what we are used to. Please follow these steps to map a drive to SharePoint O365.

**Step 1: Map the site as a network drive**

1. **[Step 1](#)** Browse to the site you would like to map: [https://hu.sharepoint.com/sites/seas/SITENAME](https://hu.sharepoint.com/sites/seas/SITENAME)  **Use Internet Explorer ONLY, otherwise you will receive a permissions error when trying to map the drive**
2. At the login page, before you do anything, click on the 'keep me signed in'. Enter your email@seas.harvard.edu and hit TAB.
3. You will automatically be redirected to Harvard’s O365 login page

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**Office 365**

**Sign in with your work or school account**

<table>
<thead>
<tr>
<th>Email</th>
<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:jharvard@seas.harvard.edu">jharvard@seas.harvard.edu</a></td>
<td>*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Password</th>
<th>*</th>
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</table>

Keep me signed in

**Sign in**

will redirect to

**Office 365**

Email: jharvard@seas.harvard.edu  
What email address do I use?

Password: ************  
Save my email address

Login

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4. Once you are logged in, click **Start** and **My Computer**.
5. In the top of the box click on **Map Network Drive**.
6. The **Map Network Drive** wizard will ask you what you wish to map.
   a. Enter [https://hu.sharepoint.com/sites/seas/YOURSITE](https://hu.sharepoint.com/sites/seas/YOURSITE) (where YOURSITE is the name of your site), and click **Finish**.
   i. An example is [https://hu.sharepoint.com/sites/seas/administration](https://hu.sharepoint.com/sites/seas/administration) for the SEAS Dean's Administration Sharepoint Site.
   b. Please make sure you check the **Reconnect at Logon** check box, and click **FINISH**.
7. Your site should open up in a window. Your site has been mapped!

- **Hard Disk Drives (1)**
  - Local Disk (C):
    - 44.4 GB free of 119 GB

- **Devices with Removable Storage (2)**
  - Floppy Disk Drive (A):
  - DVD Drive (D):
    - GRMCENXVOL_EN_DVD
    - 0 bytes free of 2.96 GB

- **Network Location (1)**
  - hr
    - \hu.sharepoint.com@SSL\sites\...

8. SharePoint Online has a timeout for when you must enter your credentials again. This timeout is usually about a day of inactivity.
   a. A **Enter Network Password** box will come up if you click on the mapped drive after your credentials time out.
   b. Enter your O365 logon credentials, click the **Remember my credentials**, and click **OK**.
      i. This will usually use your **email@seas.harvard.edu** and your icemail password
9. Your mapped drive will now open again.

If you see any of the following errors, please see this page: Issues Mapping a drive to Sharepoint Online.

**Windows**

The mapped network drive could not be created because the following error has occurred:

Access Denied. Before opening files in this location, you must first add the website to your trusted sites list, browse to the website, and select the option to login automatically.

**Network Error**

Windows cannot access https://hu.sharepoint.com/sites/seas/SITENAME

Check the spelling of the name. Otherwise, there might be a problem with your network. To try to identify and resolve network problems, click Diagnose.

If you have any issues, please send an email to help@seas.harvard.edu.

- How to register a computer on the Harvard wired network
- How To obtain the MAC address from your system
- How to manage Sharepoint folder permissions
• How to sync Sharepoint libraries with OneDrive
• Issues Mapping a drive to Sharepoint Online