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.

![Map Network Drive dialog box](image)

**What network folder would you like to map?**

Specify the drive letter for the connection and the folder that you want to connect to:

- **Drive:**
  - Choose the drive letter (e.g., Z)
- **Folder:**
  - Browse for the folder
  - Example: \server\share
  - Check the Reconnect at logon
  - Check Connect using different credentials

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` to map the drive to the root of your site, or `https://hu.sharepoint.com/sites/seas/YOURSITE/YOURLIBRARYNAME`

![Add Network Location Wizard](image)

**Specify the location of your website**

Type the address of the website, FTP site, or network location that this shortcut will open.

- **Internet or network address:**
  - `https://hu.sharepoint.com/sites/seas/mySite/myLibrary` (you can customize)

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 (i.e. your @seas.harvard.edu email address, and your Idemail 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