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. Browse to the site you would like to map: 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

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 (where YOURSITE is the name of your site), and click Finish.
   i. An example is 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.
6. b.

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): GRMCENXVOL_EN_DVD
  - DVD Drive (D): 0 bytes free of 1.96 GB

- **Network Location (1)**
  - hr

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 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 obtain the IP address of your system
- 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