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:

<table>
<thead>
<tr>
<th>Drive:</th>
<th>Z:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folder:</td>
<td>Browse...</td>
</tr>
</tbody>
</table>

- Example: `\server\share`
- Check **Reconnect at logon**
- Check **Connect using different credentials**
- **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` to map the drive to the root of your site, or `https://hu.sharepoint.com/sites/seas/YOURSITE/YOURLIBRARYNA ME`

![Add Network Location dialog box](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`

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 lcomail 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