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.
3. The **Map Network Drive** dialog box will come up.
4. Check the **Reconnect at logon** checkbox.
5. Click on the link underneath **Connect to a Web site that you can use to store documents and pictures.**

![Map Network Drive]

**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:** 
- **Folder:**

- Example: \seas\harvard\seas\sites\seas
- \seas\harvard\seas\sites\seas\YOURSITE
- \seas\harvard\seas\sites\seas\YOURSITE\YOURLIBRARYNAME

5. The **Add Network Location** Wizard dialog box will come up.
   1. Click **Next** and click **Choose a custom network location**.
   2. You will now enter the location of your document library or site.
      1. An example (You would change the CAPS to your actual site name) would be 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

![Add Network Location]

**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.
   1. 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