

HOW TO CREATE A DRIVE MAPPING FOR I: S: L: and J: DRIVES

- A. Go to the START button in the lower left corner of your screen. Select “This PC” as shown in the diagram.



B. Along the top of the screen select "Computer"



C. Select “map network drive”.



D. You will be presented with a configuration screen to create the mapping. First, map the I: drive.

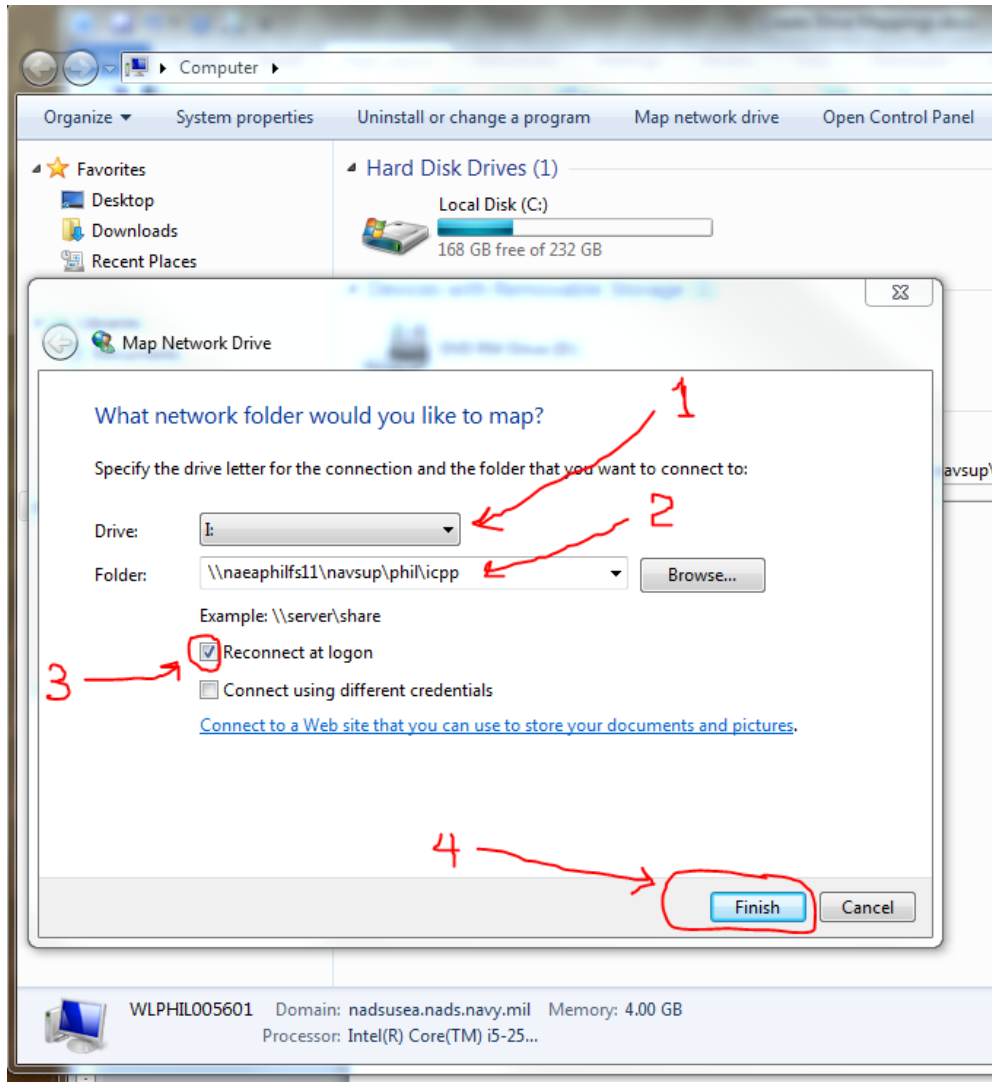
Select I: in box (1)

In box (2) copy and paste the following

[\\NAEAMECHFS101V.NADSUSEA.NADS.NAVY.MIL\NAVSUP2\\$\PHIL\ICPP\SITE](\\NAEAMECHFS101V.NADSUSEA.NADS.NAVY.MIL\NAVSUP2$\PHIL\ICPP\SITE)

In box (3), make sure there is a check mark. If not, check this box.

Click "Finish" (4).



E. For the S: drive, repeat step B) then:

Select S: in box (1) instead of I: as seen in the above example.

In box (2) enter the following path for the Folder:

[\\NAEAMECHFS101V.NADSUSEA.NADS.NAVY.MIL\NAVSUP2\\$](\\NAEAMECHFS101V.NADSUSEA.NADS.NAVY.MIL\NAVSUP2$)

In box (3), as seen above, make sure there is a check mark. If not, check this box.

Click "Finish" (4).

F. Next, map the L: drive by repeating step B) then:

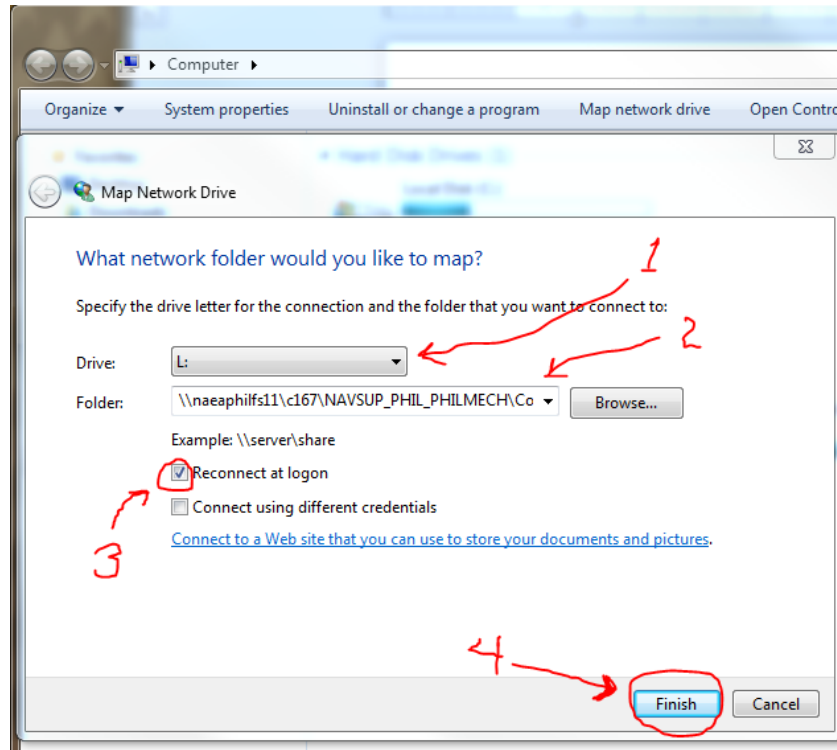
Select L: in box (1)

In box (2) copy and paste the following:

[\\NAEAMECHFS101V.NADSUSEA.NADS.NAVY.MIL\CS012\\$\NAVSUP_PHIL_PHILMECH\CORP](\\NAEAMECHFS101V.NADSUSEA.NADS.NAVY.MIL\CS012$\NAVSUP_PHIL_PHILMECH\CORP)

In box (3), make sure there is a check mark. If not, check this box.

Click "Finish" (4).



G. Next, map your J: drive by repeating the above and using J: in box (1) as seen above.

In box (2) enter the path below for the Directorate in which you work. If you want to map into the actual folder underneath your Directorate, you will need to determine the name of that folder and add it onto the end with a \ in front of it. For Lit Hold, use a \ and your last name at the end.

N2 (07) Folder

[\\naeamechfs101v.nadsusea.nads.navy.mil\CS012\\$\NAVSUP PHIL N00383 J07 16AA](\\naeamechfs101v.nadsusea.nads.navy.mil\CS012$\NAVSUP PHIL N00383 J07 16AA)

N4 (08) Folder

[\\naeamechfs101v.nadsusea.nads.navy.mil\CS012\\$\NAVSUP PHIL N00383\08x](\\naeamechfs101v.nadsusea.nads.navy.mil\CS012$\NAVSUP PHIL N00383\08x)

N52 (OF) Folder

[\\naeamechfs101v.nadsusea.nads.navy.mil\CS012\\$\NAVSUP PHIL N00383 JOF 16AA](\\naeamechfs101v.nadsusea.nads.navy.mil\CS012$\NAVSUP PHIL N00383 JOF 16AA)

N61 (P041) Folder

[\\naeamechfs101v.nadsusea.nads.navy.mil\CS012\\$\NAVSUP PHIL N00383 JP041 16AA\ICPP](\\naeamechfs101v.nadsusea.nads.navy.mil\CS012$\NAVSUP PHIL N00383 JP041 16AA\ICPP)

N8 (01), N81 (P011), N82 (P012), N83 (P013), N84 (P014) Folders

[\\naeamechfs101v.nadsusea.nads.navy.mil\CS012\\$\NAVSUP PHIL N00383 2](\\naeamechfs101v.nadsusea.nads.navy.mil\CS012$\NAVSUP PHIL N00383 2)

N85 (P015) Folder

[\\naeamechfs101v.nadsusea.nads.navy.mil\CS012\\$\NAVSUP PHIL N00383 JP015 16AA\P015](\\naeamechfs101v.nadsusea.nads.navy.mil\CS012$\NAVSUP PHIL N00383 JP015 16AA\P015)

N98 (03)

[\\naeamechfs101v.nadsusea.nads.navy.mil\CS012\\$\NAVSUP PHIL N00383 J03 16AA](\\naeamechfs101v.nadsusea.nads.navy.mil\CS012$\NAVSUP PHIL N00383 J03 16AA)

N62 (P042), N63 (P043), N7 (P02), and all N00 Folders

[\\naeamechfs101v.nadsusea.nads.navy.mil\NAVSUP2\\$\PHIL\ICPP](\\naeamechfs101v.nadsusea.nads.navy.mil\NAVSUP2$\PHIL\ICPP)

NAVSUP WSS Corporate Board Folder

[\\naeamechfs101v.nadsusea.nads.navy.mil\CS012\\$\NAVSUP PHIL N00383 CORPBD 16AA\NAVICP Corporate Board](\\naeamechfs101v.nadsusea.nads.navy.mil\CS012$\NAVSUP PHIL N00383 CORPBD 16AA\NAVICP Corporate Board)

NAVSUP WSS Litigation Hold Files

[\\naeamechfs101v.nadsusea.nads.navy.mil\CS012\\$\NAVSUP PHIL LITHOLD N00383 16AA\Litigation Hold](\\naeamechfs101v.nadsusea.nads.navy.mil\CS012$\NAVSUP PHIL LITHOLD N00383 16AA\Litigation Hold)

In box (3), as seen above, make sure there is a check mark. If not, check this box. Click "Finish" (4).