

Mapping network drives to connect SharePoint Online sites in Office 365

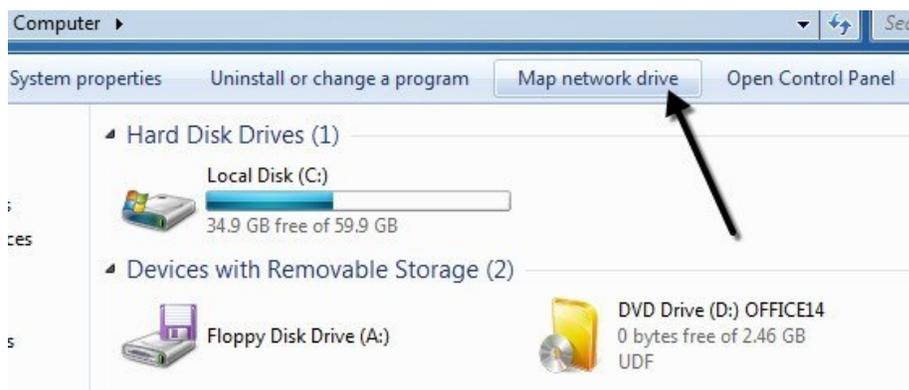
Note: After you map a network drive to SharePoint Online, you must occasionally connect to the SharePoint Online site through Internet Explorer and select the option to Stay signed in. This prevents the session used by the mapped network drive from expiring. A mapped network drive that's connected to SharePoint Online is only supported when these steps are performed within Internet Explorer.

Note: When you work with a SharePoint Online mapped drive on Windows 7, the mapped drive will not stay connected if the computer is restarted or you sign out. This is a known issue.

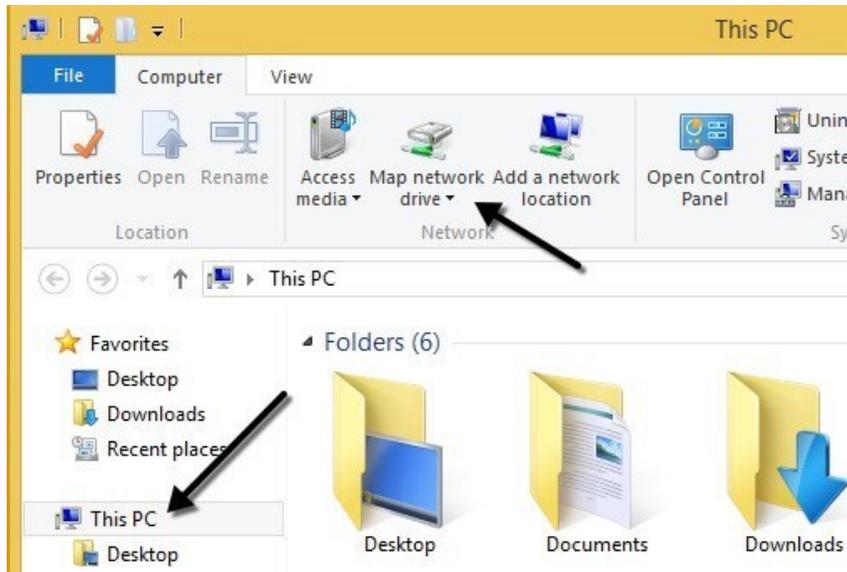
To map a network drive, follow these steps:

1. Sign in to <https://portal.office.com> to access your personal OneDrive. Use your **UAB email** address when asked for a username. You will then be redirected to the UAB CAS authentication screen, where you will need to enter your BlazerID and password. Make sure that you select the **Stay signed in** option..
2. Right-click **Computer** or **This PC** from the Desktop or within Windows Explorer, and then click **Map Network Drive**. Or use the **Map Network Drive** buttons in the ribbon.

On Windows 7:



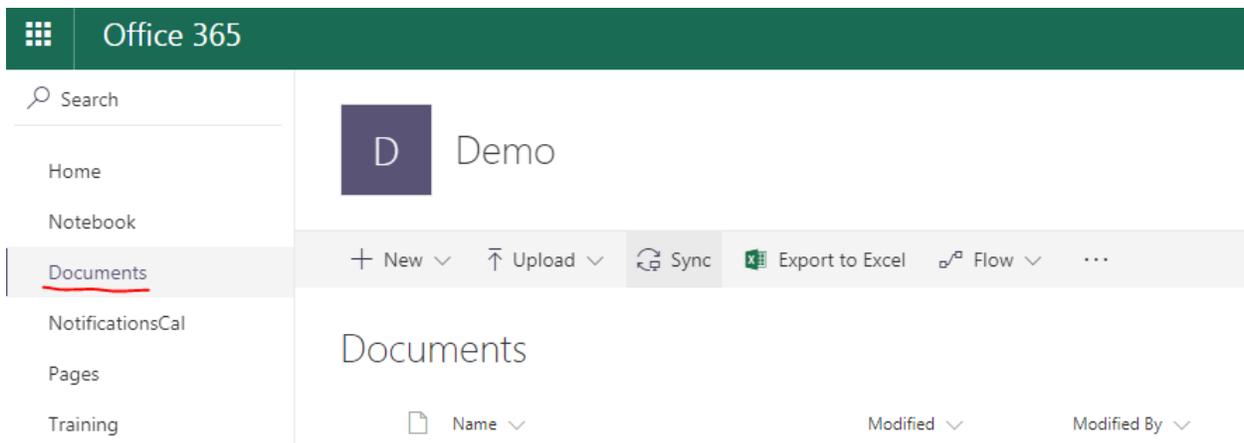
On Windows 10:



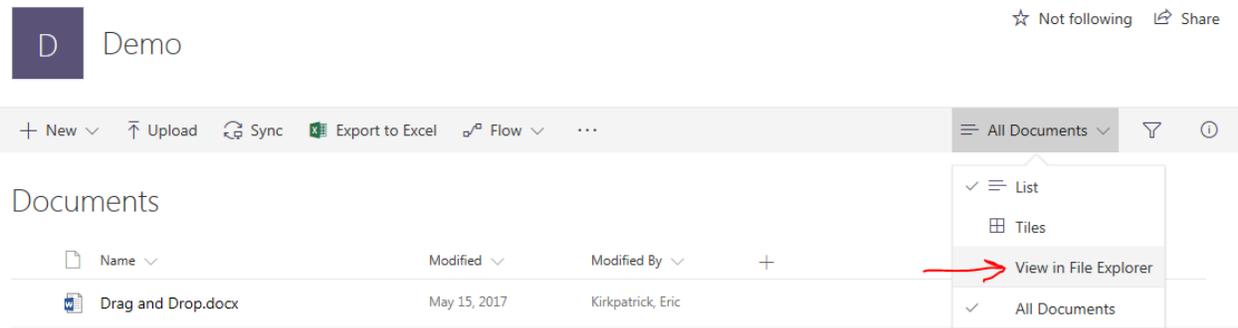
1. Click the **Connect to a Web site that you can store your documents and pictures** link, and then click **Next** two times.
2. Type the site URL, click **Next**, and then follow the instructions in the wizard. For example, type: <https://uab365.sharepoint.com/sites/mysite>.

If you are not sure what the site URL is for your SharePoint Online library, follow these steps:

3. Sign in to the SharePoint Online site by using your **UAB email**. Make sure that you select the **Stay signed in** option. You will then be redirected to the UAB CAS authentication screen, where you will need to enter your BlazerID and password.
4. Browse to the library that you want to map the drive for.

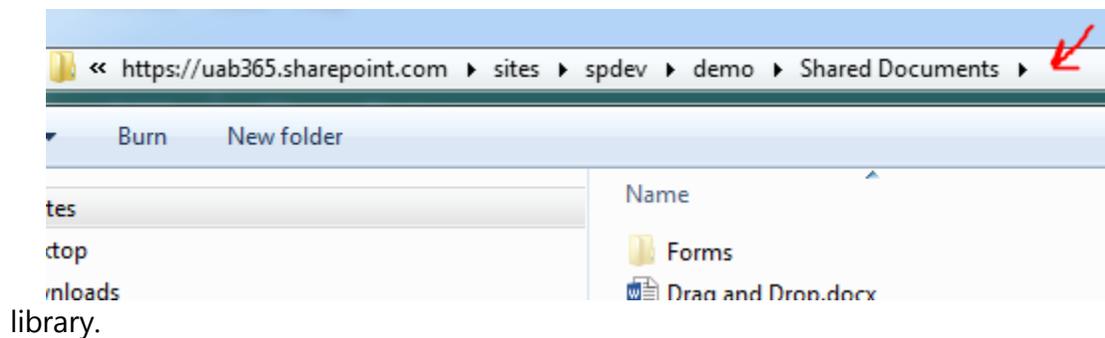


5. In the far right, you should have a Views Dropdown (by default, All Documents). Use the dropdown arrow to select View in File Explorer.



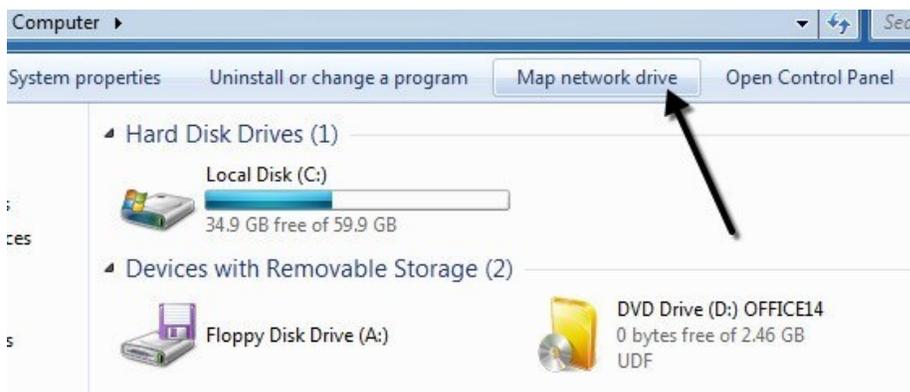
Note: The **View in File Explorer** command doesn't work in the Microsoft Edge browser, Chrome, or Firefox. This only works in IE 11 and older, as it is a legacy feature.

6. Click in an empty area of the Explorer window address bar, and then copy the URL of the

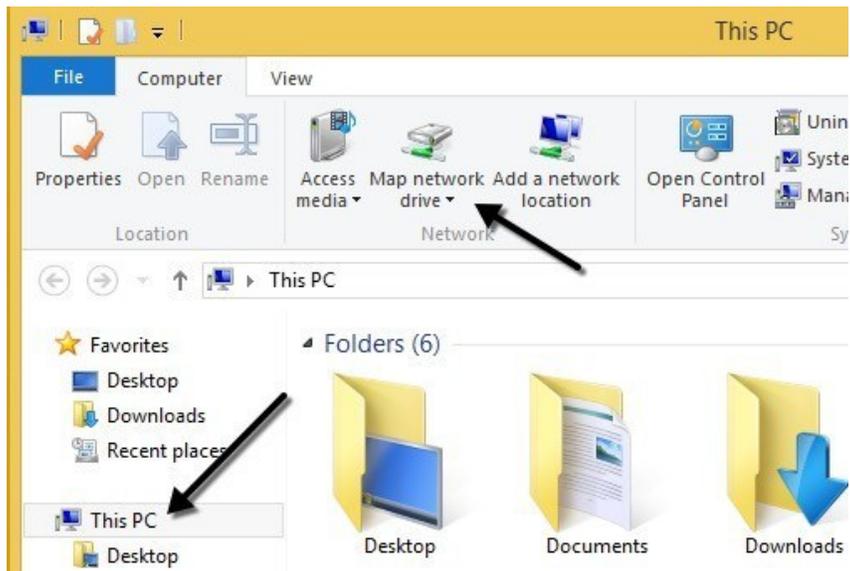


7. Right-click **Computer** or **This PC** from the Desktop, or within Windows Explorer, and then click **Map Network Drive**. Or use the **Map Network Drive** buttons in the ribbon.

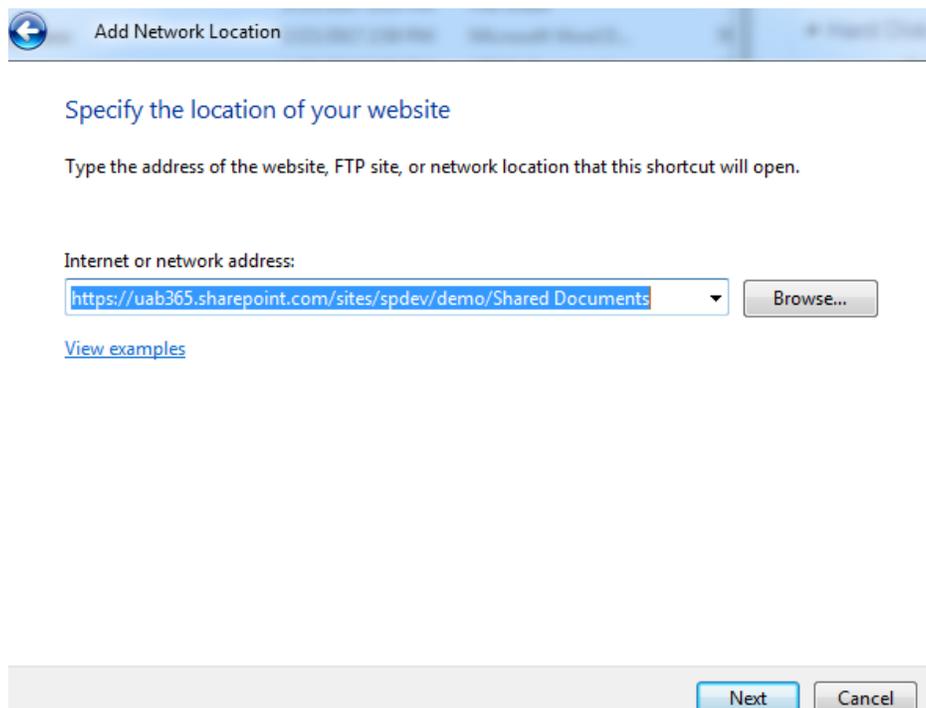
On Windows 7:



On Windows 10:



8. Click the **Connect to a Web site that you can store your documents and pictures** link, and then click **Next** two times.



9. Paste the URL that you copied in step 4, click **Next**, and then follow the instructions in the wizard.
10. Your folder will now be accessible from the Network Location list:

Network Location (3)



Demo - Docs
File folder