Create a shortcut to (map) a network drive in Windows 7
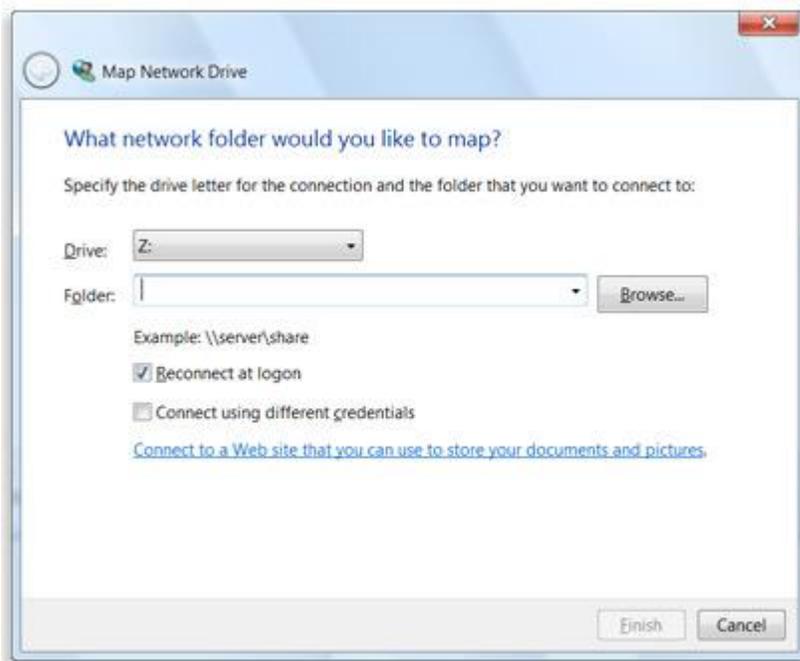
When you create a shortcut to a shared folder or computer on a network (also called mapping a network drive), you can get to it from Computer or Windows Explorer without having to look for it or type its network address each time.

1. Open Computer from desktop.

2. Click Map network drive at top of page.

The Map Network Drive dialog box

3. In the Drive list, click a drive letter.
   You can choose any available letter.
4. In the Folder box, type the path of the folder or computer. **\\auditstore\auditdgw**
   To connect every time you log on to your computer, select the Reconnect at logon check box.

5. Click Finish.
   Your computer is now connected, or mapped, to the network drive.

   Note
   o If you can't connect to a network drive or folder, the computer you're trying to connect to might be turned off or you might not have the correct permissions. If you can't connect, contact your network administrator.