Windows 7 - Adding a Share Drive

1.) Click on the Start button.
2.) Right-click on Computer.
3.) Click on Map network drive...

1.) In the new Map Network Drive window, from the Drive drop-down list, select the drive letter for the Share Drive to connect to.
2.) Type in the Folder text box \cas-fs\Depts
3.) To have this Share Drive connected every time you logon to the computer, check Reconnect at logon.
4.) Click on Finish. The Share Drive will now be mapped and a new window will open with its contents.