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[#][Dept]  ex:\cas-fs1\a ei
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.