



# EMERALD CITY COMPUTER SOLUTIONS, INC.

## **ADD A MAP DRIVE BUTTON TO TOOLBAR**

Do you want to quickly map a drive, but can't find the toolbar button? If you map drives often, use one of these options to add a Map Drive button to the folder toolbar.

### **Option One (Long Term Fix)**

**Click Start**, click **My Computer**, right-click the toolbar, then unlock the toolbars, if necessary.

**Right-click** the toolbar again, and then click **Customize**.

Under **Available toolbar buttons**, locate **Map Drive**, and drag it into the position you want on the right under **Current toolbar buttons**.

**Click Close**, click **OK**, and then click **OK** again.

You now have drive mapping buttons on your toolbar, so you can map drives from any folder window. To unmap drives, follow the above procedure, selecting **Disconnect** under Available toolbar buttons. To quickly map a drive, try this option.

### **Option Two (Quick Fix)**

**Click Start**, and right-click **My Computer**.

**Click Map Network Drive**.

If you place your My Computer icon directly on the desktop, you can make this move in only two clicks!

(Mapping a drive allows you to assign a drive letter to a network computer or folder)