

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

Shared Network Drives

How to Map a Network Drive:

1. Click the Start or Windows Button
2. Click Computer
3. Click Map Network Drive icon found on the menu bar OR Click Tools found on the menu bar then click Map Network Drive
4. In the Drive box, click any drive letter
5. In the Folder box, type the name of the network drive, e.g., "\\ddoefile01\DDOE Financial Status"¹
6. Check Reconnect at Logon

Finance Drive:

All employees should have access to the Finance drive (commonly referred to as the "S drive.")

1. Select "S" as the drive letter (while the letter doesn't technically matter, this is generally consistent across the agency)
2. Name: "\\ddoefile01\DDOE Financial Status"

Program-Specific Drives:

If you are not already mapped to the network drives used in your program, ask your DOEE Buddy and/or Manager about which drives you will need.

Help:

You can always submit an [IT Request](#) if you need assistance with mapping network drives.

¹ Prior to the agency name change in 2015, DOEE was known as the Department of Energy and Environment (DDOE), which is still reflected in some drive names.