

## Map Network Shares – Windows

This batch file will map the HWG network shares for you while you are working in the office if they are not already mapped.

1. Download the Map Network Shares utility from <https://hwg.tools/windows>.
2. When the tool is successfully downloaded, open your downloads folder and right click on the zip file.
3. Select extract all from the menu and then click the extract button.
4. You will see a file named Map Network Shares-Windows.bat. Move this file to a permanent location.
5. From the permanent location, double click this file to launch the script.
6. Windows may show a warning. If so, click the more info link and click run anyway.
7. A window will flash quickly and disappear.
8. Open Windows Explorer and click This PC on the left side.
9. You should see the network shares listed.
10. You can now access the network shares to create, edit, modify, or move files and folders.
11. Any access permissions or screens that are in place for your user account will be mirrored here.
12. When you are about to leave the office, it is extremely important that you save your work before you pack up your laptop. Once you leave the office, the network shares are no longer available, and they will show a disconnected icon or disappear.