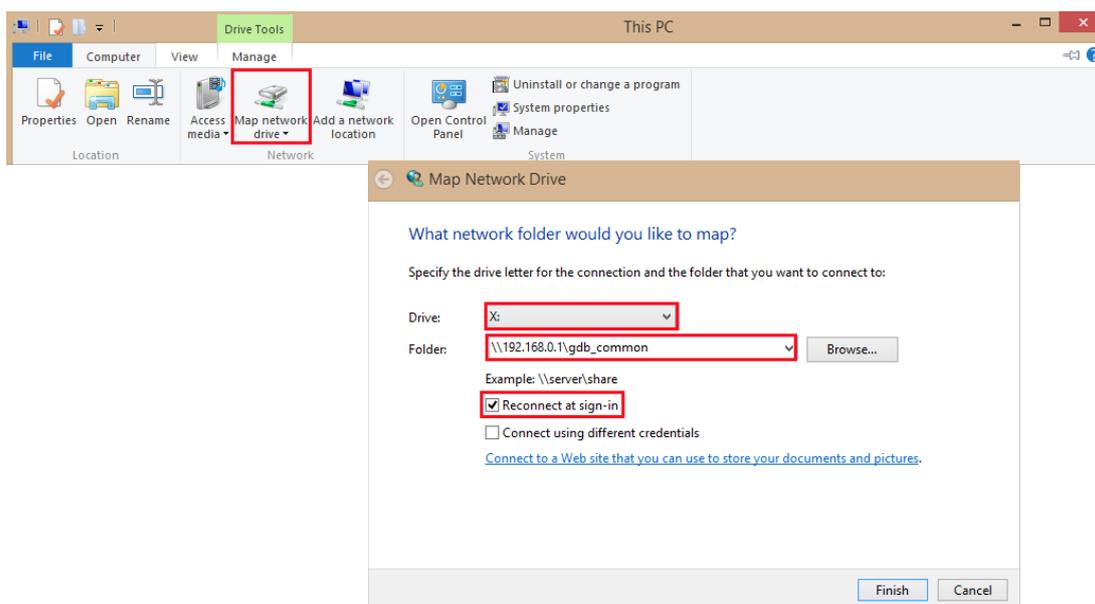> **Important Content Update Message**
> We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Mapping the gdb_common Network Drive

Last Modified on 12/23/2019 10:15 am EST

To map the gdb_common folder:

1. Right-click the **Start** button
2. Select **Windows Explore** to open File Explorer
3. From the menu located at the top, select**Tools > Map Network Drive** (Computer > Map Network Drive for Windows 10). The Map Network Drive window is displayed.
4. On the Map Network Drive window, select the**drive** letter to be mapped in the Drive drop-down menu(we recommended X:).
5. Enter the **IP address** and **gdb_common share** in the format \\ipaddress\gdb_common in the Folder field.
6. Select the **Reconnect at sign-in** checkbox (Reconnect at sign-in for Windows 10).
7. Click the **Connect** or **Finish** button. If you are asked for a username and password, enter the username and password for your server and click to remember the password. This maps the drive.

Note: If an error is displayed, contact your IT person/department for the correct way to map a network drive within your network or determine the server username and password.