

## 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
- From the menu located at the top, selectTools > 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 dropdown 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.

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Properties Open Rename	Access Map network drive • Network	Copen Control Panel System properties System	
	e	🔍 😪 Map Network Drive	
		What network folder would you like to map?   Specify the drive letter for the connection and the folder that you want to connect to:   Drive: X:   Folder: \\192.168.0.1\gdb_common   Example: \Server\share   Image: Reconnect at sign-in   Connect using different credentials   Connect to a Web site that you can use to store your documents and pictures.	
		Finish Can	cel





**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.

