

How to configure and troubleshoot mapped network drives that connect to SharePoint Online sites in Office 365

After you configure a mapped network drive to connect to SharePoint Online sites, you can perform actions such as the following:

- Drag files into libraries
- Create folders
- Move and copy files and delete multiple files at one time

Note: before you map a network drive, follow these steps:

1. Sign in to the SharePoint Online site by using your Office 365 credentials. Make sure that you click to select the Keep me signed in check box.
2. Open a document library in Explorer View. For example, follow these steps:
 - From your Team Site, select Shared Documents.
 - Under the Library Tools section in the Ribbon, click the Library tab.
 - In the Actions group, click Open with Explorer.

Windows XP

To set up My Network Places to connect to SharePoint Online sites, follow these steps:

1. Sign in to the SharePoint Online site by using your Office 365 credentials. Make sure that you click to select the Keep me signed in check box.
2. Click Start, and then click My Network Places.
3. Under Network Tasks, click Add a network place. The Add Network Wizard starts.
4. On the Welcome page of the Add Network Place Wizard, click Next.
5. Select Choose another network location, and then click Next.
6. In the Internet or network address box, type the URL of the site to which you want to connect deleting the last part of the address, and then click Next.
7. Specify a name for the network place, and then select Next.
8. Click to clear the Open this network place when I click Finish check box, and then click Finish.

Windows Vista and Windows 7

To map a network drive to a SharePoint Online site, follow these steps:

1. Sign in to the SharePoint Online site by using your Office 365 credentials. Make sure that you click to select the Keep me signed in check box.
2. Right-click Computer, and then click Map Network Drive.
3. Click the Connect to a Web site that you can store your documents and pictures link, and then click Next two times.
4. Type the site URL deleting the last part of the address, click Next, and then follow the instructions in the wizard. For example, type <https://contoso.sharepoint.com>.

Here's the link to all of this: <http://support.microsoft.com/kb/2616712>