Mapping a shared drive on a personal computer

Search “This PC” in the bottom left hand corner.

In the window that pops up click on “Map network drive”

In the box that pops up, pick a drive letter. Typically we use T but as I’m already using that I chose S

The address for TeamDrive is \\vfs1\TeamDrive$

Make sure you have “connect using different credentials” checked.
Make sure when you are putting in your credentials, you put `calupa\username`.

After you click okay the Team Drive will show up under “Network Locations” under “This PC”.