

## How to assign a drive letter

To assign a drive letter to a drive, a partition, or a volume, follow these steps:

1. Log on as Administrator or as a member of the Administrators group.
2. Click **Start**, click **Control Panel**, and then click **Performance and Maintenance**.  
**Note** If you do not see **Performance and Maintenance**, go to step 3. **Performance and Maintenance** appears in Control Panel only if you use Category view. If you use Classic view, **Performance and Maintenance** does not appear.
3. Click **Administrative Tools**, double-click **Computer Management**, and then click **Disk Management** in the left pane.
4. Right-click the drive, the partition, the logical drive, or the volume that you want to assign a drive letter to, and then click **Change Drive Letter and Paths**.
5. Click **Add**.
6. Click **Assign the following drive letter** if it is not already selected, and then either accept the default drive letter or click the drive letter that you want to use.
7. Click **OK**.

The drive letter is assigned to the drive, to the partition, or to the volume that you specified, and then that drive letter appears in the appropriate drive, partition, or volume in the Disk Management tool.

## How to change a drive letter

To change an existing drive letter on a drive, on a partition, or on a volume, follow these steps:

1. Log on as Administrator or as a member of the Administrators group.
2. Click **Start**, click **Control Panel**, and then click **Performance and Maintenance**.
3. Click **Administrative Tools**, double-click **Computer Management**, and then click **Disk Management** in the left pane.
4. Right-click the drive, the partition, the logical drive, or the volume that you want to assign a drive letter to, and then click **Change Drive Letter and Paths**.
5. Click **Change**.
6. Click **Assign the following drive letter** if it is not already selected, click the drive letter that you want to use, and then click **OK**.
7. Click **Yes** when you are prompted to confirm the drive letter change.

The drive letter of the drive, the partition, or the volume that you specified is changed, and the new drive letter appears in the appropriate drive, partition, or volume in the Disk Management tool.

## How to remove a drive letter

To remove an existing drive letter on a drive, on a partition, or on a volume, follow these steps:

1. Log on as Administrator or as a member of the Administrators group.

2. Click **Start**, click **Control Panel**, and then click **Performance and Maintenance**.
3. Click **Administrative Tools**, double-click **Computer Management**, and then click **Disk Management** in the left pane.
4. Right-click the drive, the partition, the logical drive, or the volume that you want to assign a drive letter to, and then click **Change Drive Letter and Paths**.
5. Click **Remove**.
6. Click **Yes** when you are prompted to confirm the removal.

The drive letter is removed from the drive, from the partition, or from the volume that you specified.

## Troubleshooting

- When you try to change an existing drive letter, you receive the following error message:

The volume volume\_label drive\_letter is currently in use.

If you continue, the new drive letter will be assigned; but you can still use the old drive letter to access the volume until you restart your computer. The old drive letter will not be available for assignment until you restart.

**Warning: Changing the drive letter of a volume could cause programs to no longer run.**

This error message may appear if there are files that are in use on the drive, on the partition, or on the volume. These files may be in use by you or by other people on the network. To resolve this issue, use one of the following methods:

- Click **No** when you receive the error message. Quit all the programs that are using the files on the volume, and then change the drive letter. To do this, right-click the volume, click **Change Drive Letter and Paths**, and then click **Change**.
- Click **Yes** to continue with the drive letter change.

- When you try to remove an existing drive letter, you receive the following error message:

The volume volume\_label drive\_letter is currently in use.

If you continue, the drive letter will be freed; however, it will still be available for use until you restart your computer.

**Warning: Changing the drive letter of a volume could cause programs to no longer run.**

This error message may appear if there are files that are in use on the drive, the partition, or the volume. These files may be in use by you or by other people on the network. To resolve this issue, use one of the following methods:

- Click **No** when you receive the error message. Quit all the programs that are using the files on the volume, and then remove the drive letter. To do this, right-click the volume, click **Change Drive Letter and Paths**, and then click **Remove**.
- Click **Yes** to remove the drive letter the next time that you start your computer.