

	Revision:	4.0		
	Effective Date:	08/01/2015	Revision Date:	01/11/2017
	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – OS X Faculty/Staff-How do I map my network drives?				

Purpose

This guide details the steps for faculty and staff to map network drives using Mac OS X.

Requirements

1. A computer with an internet connection running Mac OS X.
2. An active Wilkes account.

Notes

1. When on campus you must be connected to the wired network or the Wilkes.edu wireless.
2. From off campus you must be connected to the Wilkes VPN client.
3. Drive paths:
 - a. Home (H:): wilkesu.wilkes.edu/staffhome/home/user.name
 - b. Staffshares (S:): wilkesu.wilkes.edu/staff/staffshares
 - c. Web (W:): wilkesu.wilkes.edu/staffweb/web/user.name

Process

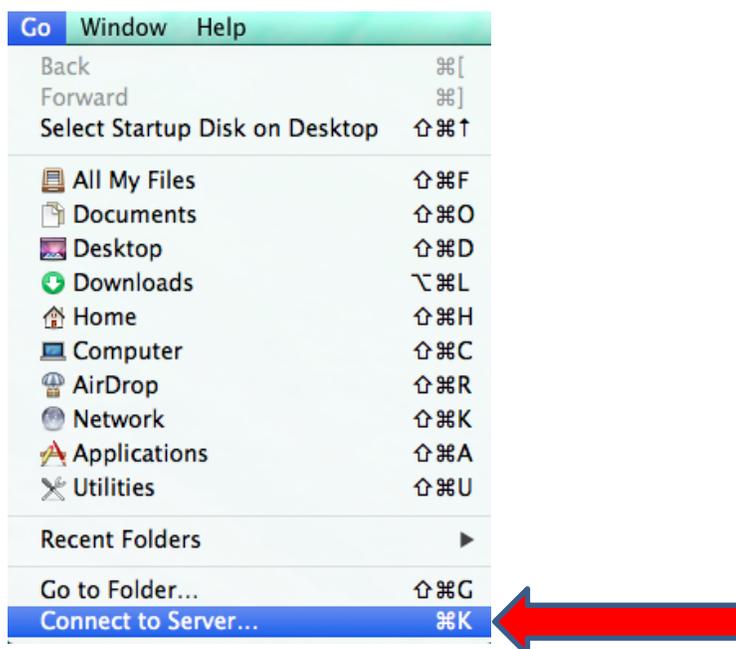
1. From the **Desktop** navigate to **Go**.



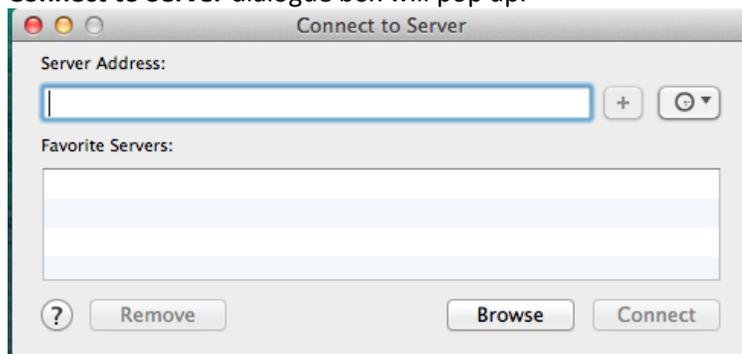
2. Select **Connect to Server**.

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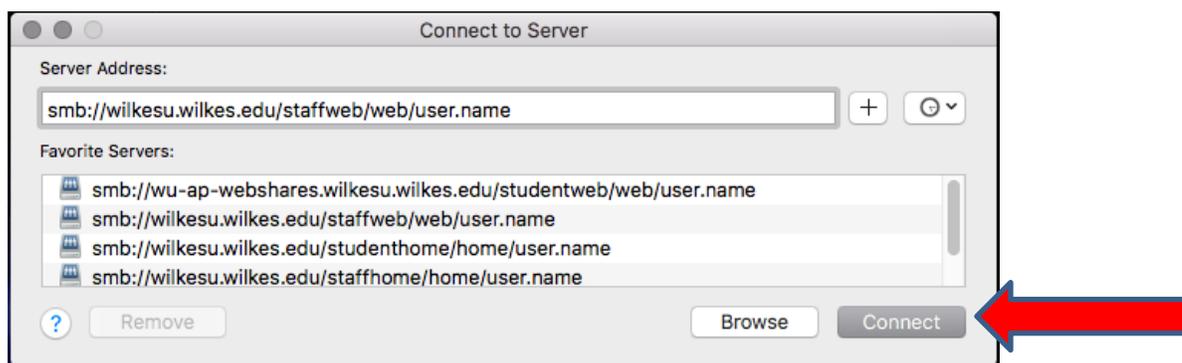


3. **Connect to Server** dialogue box will pop up.



4. **Server Address:** enter the appropriate drive path, beginning with smb://
 - a. **Home (H:) server address:** smb://wilkesu.wilkes.edu/staffhome/home/user.name
 - b. **Staffshares (S) server address:** smb://wilkesu.wilkes.edu/staff/staffshares
 - c. **Web (W:) server address:** smb://wilkesu.wilkes.edu/staffweb/web/user.name
5. Click **Connect**.

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6. A **Connecting to Server** pop up will display.
7. If prompted, enter your Wilkes account credentials and then click **Connect**.
8. If the connection is successful a Finder window will open displaying the drive contents.

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Tips

Map a network drive in Mac OS X that re-mounts after system reboot

1. Follow these steps to have the network drive map automatically after login.
 - a. Follow the steps in the Process section to map the network drive.
 - b. Open System Preferences from the Apple menu.
 - c. Click on Users and Groups.
 - d. Select your account.
 - e. Click on Login Items.
 - f. Click on the + button to add another login item.
 - g. Locate the network drive you previously mounted and click Add.
 - h. Quit out of System Preferences.

Make the mapped network drive visible on the Mac desktop

1. If you do not see the drive icon on the desktop, try following these steps.
 - a. From the menu bar, select Finder.
 - b. Select Preferences.
 - c. Click the General tab
 - d. Check the box for Connected Servers.
 - e. Close Finder Preferences.
 - f. The drive should now appear as an icon on the desktop.

Remount mapped network drive with a click

1. You can create a drive alias that can be used to easily reconnect the network drive. To do so, follow these steps.
 - a. Follow the steps in the Process section to map your network drive.
 - b. From the desktop, right-click on the network drive.
 - c. Select Make Alias.
 - d. An icon of the drive alias should now appear on the desktop.
 - e. To reconnect to the drive in the future, double click on the alias icon.