	Revision:	1.0		
	Effective Date:	1/27/2017	Revision Date:	1/27/2017
	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – Windows 10 Faculty/Staff – How do I map my network drives?				

Purpose

This guide details the steps for faculty and staff to map network drives using Windows 10.

Requirements

1. Windows 10
2. Active Wilkes account

Notes

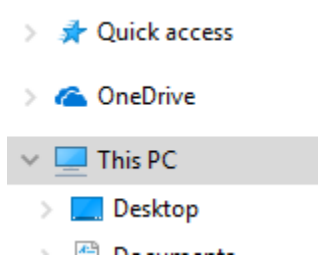
1. When on campus you must be connected to the wired network or Wilkes.edu wireless.
2. From off campus you must be connected to the Wilkes VPN client.
3. Drive paths:
 - a. Home (H:): \\wilkesu.wilkes.edu\staffhome\home\user.name
 - b. Staffshares (S:): \\wilkesu.wilkes.edu\staff\staffshares
 - c. Web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


Process

1. Select **File Explorer**.

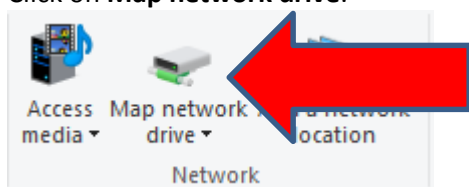


2. Click on **This PC**.

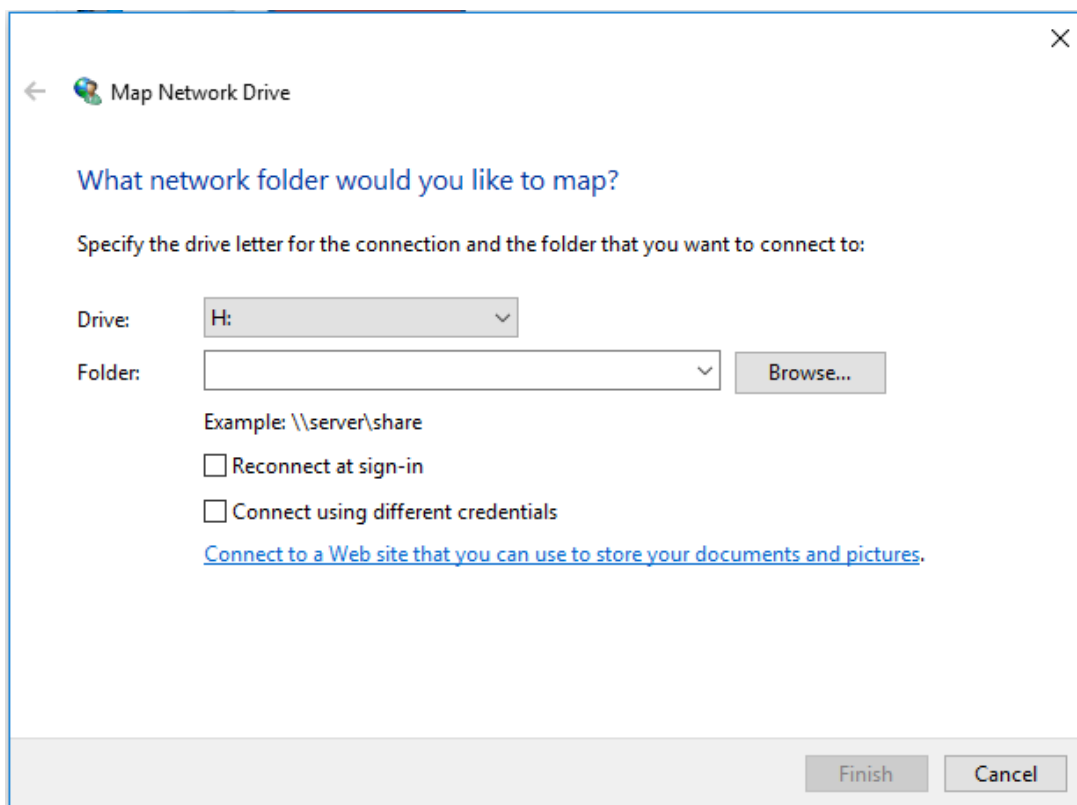


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3. Click on **Map network drive**.



4. The Map Network Drive window will appear.




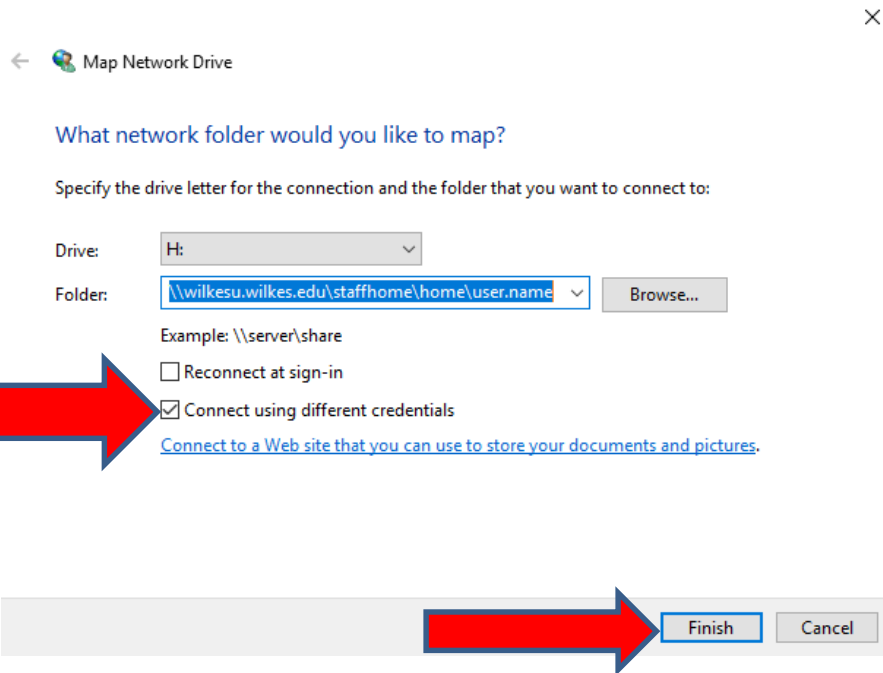
Drive: select the drive letter that corresponds with the network drive you are mapping.

Folder: enter the appropriate drive path, beginning with \\

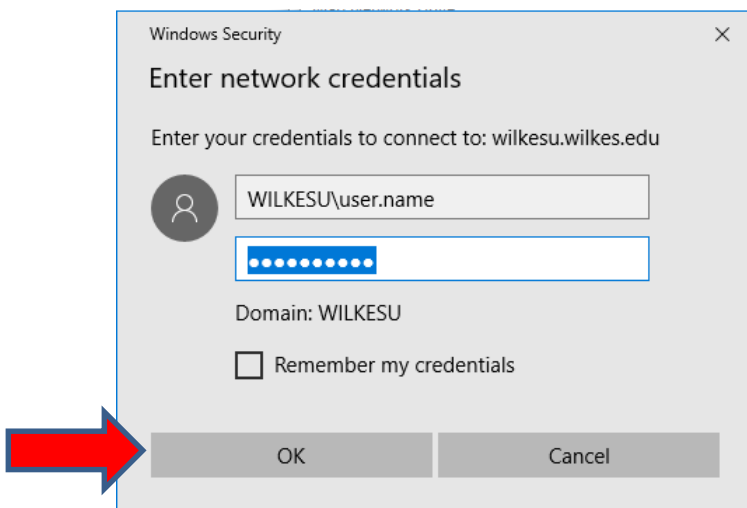
- a. **Home (H:) Folder:** \\wilkesu.wilkes.edu\staffhome\home\user.name
- b. **Staffshares (S:) Folder:** \\wilkesu.wilkes.edu\staff\staffshares
- c. **Web (W:):** \\wilkesu.wilkes.edu\staffweb\web\user.name

5. Check the box for **Connect using different credentials**. Do not check the box for **Reconnect at logon**. Click **Finish**.

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- A Windows Security window will open. Enter the username as wilkesu\username and enter your Wilkes password.



- Click **OK** and you are now mapped to your network drive.