	Revision:	4.0		
WILKES	Effective Date:	1/13/2016	Revision Date:	1/27/2017
UNIVERSITY	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – Windows 7 Facu	ulty/Staff - How do I r	nap my network driv	ves?	

Purpose

This guide outlines the steps for faculty and staff to map network drives using Windows 7.

Requirements

- 1. An active Wilkes account.
- 2. A computer running Windows 7.

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. Open My Computer.



2. Click Map Network Drive.

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3. A new dialog box will appear. Choose the drive letter that corresponds with the network drive you are mapping. Enter the network path in the **Folder** field, beginning with \\.

The network paths are as follows (replace user.name with your username):

Home Drive (H:): \\wilkesu.wilkes.edu\staffhome\home\user.name
Staff Shares (S:): \\wilkesu.wilkes.edu\staff\staffshares
Web Drive (W:): \\wilkesu.wilkes.edu\staffweb\web\user.name

What ne	etwork folder would you like to map?
Specify th	e drive letter for the connection and the folder that you want to connect to:
Drive:	H: (\\wilkesu.wilkes.edu\staff 🔻
Folder:	\\wilkesu.wilkes.edu\staffhome\home\user.name 🔻 Browse
	Example: \\server\share
	Reconnect at logon
	Connect using different credentials
	Connect to a Web site that you can use to store your documents and pictures.

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4. Uncheck the **Reconnect at login** box, and check the **Connect using different credentials** box. When complete, click **Finish**.

😪 Map N	letwork Drive
What ne	twork folder would you like to map?
Specify the	drive letter for the connection and the folder that you want to connect to:
Drive:	H: (\\wilkesu.wilkes.edu\staff 🔻
Folder:	\\wilkesu.wilkes.edu\staffhome\home\user.name 🔻 Browse
	Example: \\server\share
	Reconnect at logon
	Connect using different credentials
	Connect to a Web site that you can use to story your documents and pictures.
	Finish

5. A new dialog box will appear, in the username field, type **WILKESU** before your username and enter your password. Click **OK** to finish.

Enter your p	assword to connect to: wilkesu.wilkes.edu	
	WILKESU\user.name	
	••••••	
	Domain: WILKESU	
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6. You should now see your newly mapped network drive in **My Computer**.