

	Revision:	4.0		
	Effective Date:	1/13/2016	Revision Date:	1/27/2017
	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – Windows 7 Faculty/Staff - How do I map my network drives?				

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

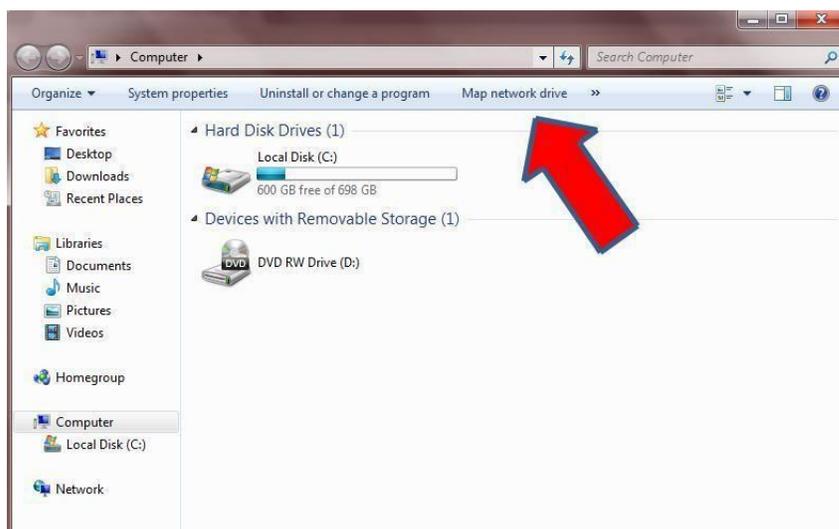
Process

1. Open **My Computer**.



2. Click **Map Network Drive**.

	Revision:	4.0		
	Effective Date:	1/13/2016	Revision Date:	1/27/2017
	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – Windows 7 Faculty/Staff - How do I map my network drives?				



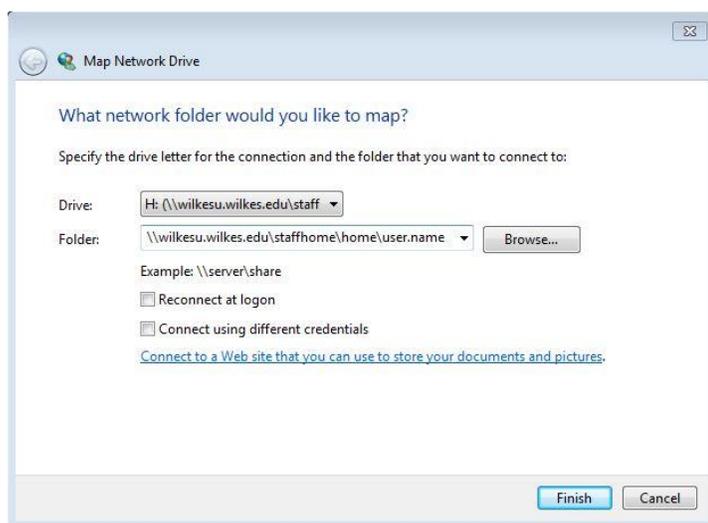
3. A new dialog box will appear. Choose the drive letter that corresponds with the network drive you are mapping. Enter the network path in the **Folder** field, beginning with \\.

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

Home Drive (H:): \\wilkesu.wilkes.edu\staffhome\home\user.name

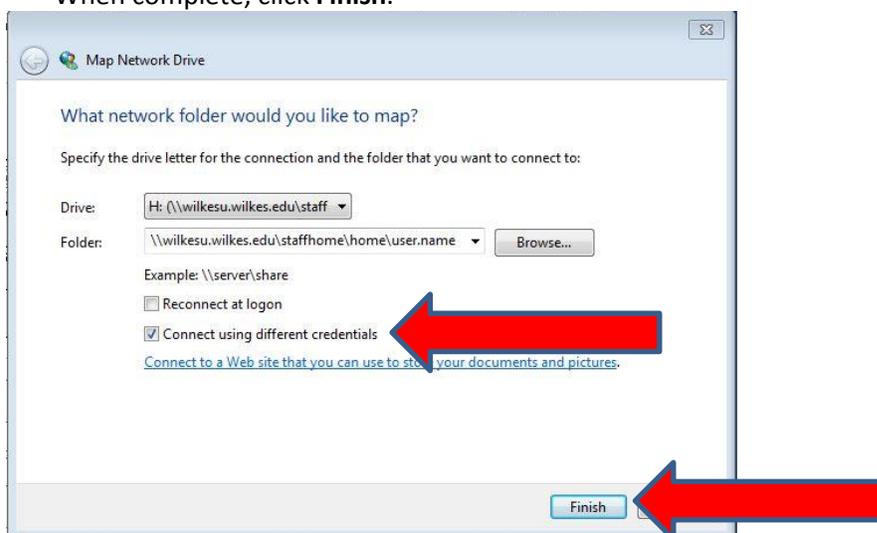
Staff Shares (S:): \\wilkesu.wilkes.edu\staff\staffshares

Web Drive (W:): \\wilkesu.wilkes.edu\staffweb\web\user.name



	Revision:	4.0		
	Effective Date:	1/13/2016	Revision Date:	1/27/2017
	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – Windows 7 Faculty/Staff - How do I map my network drives?				

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



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



- You should now see your newly mapped network drive in **My Computer**.