	Revision:	5.0		
	Effective Date:	3/30/2016	Revision Date:	11/17/2017
	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – Windows 8 Student – How do I map my network drives?				

Purpose

This guide details the steps for students to map a network drive using Windows 8.

Requirements


1. Windows 8
2. Active Wilkes account

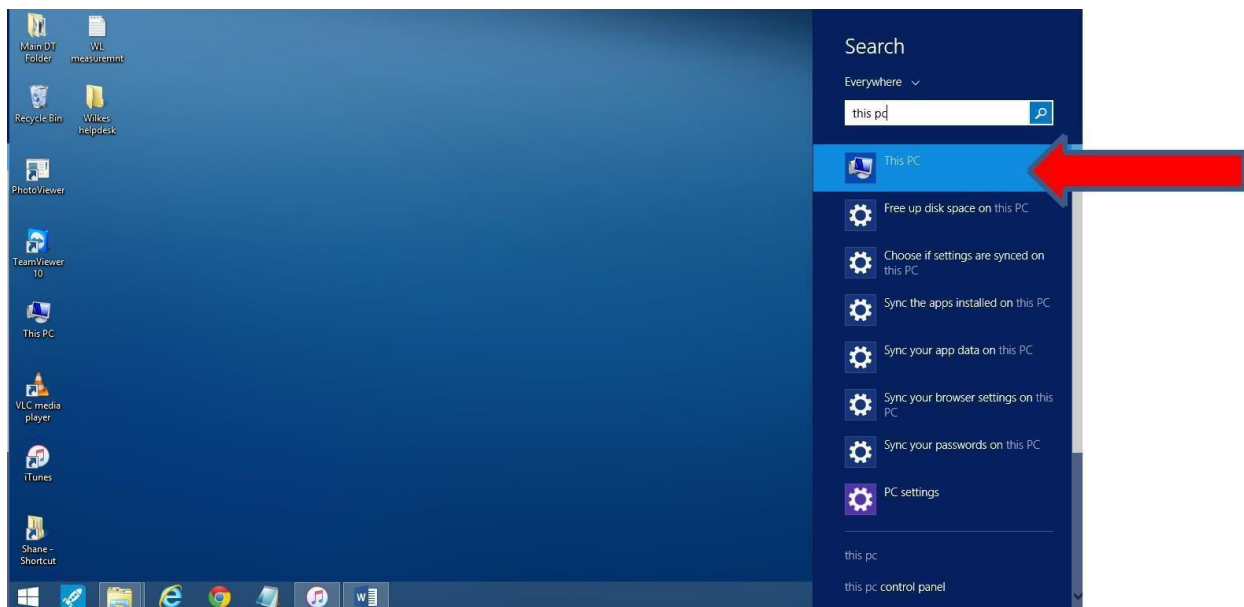
Notes

1. When on campus you must be connected to the wired network.
2. From off campus you must be connected to the Wilkes VPN client.
3. Drive paths:
 - a. Home (H:): wilkesu.wilkes.edu\studenthome\home\user.name
 - b. Web (W:): if a student needs access to the W: drive, the course instructor must email helpdesk@wilkes.edu requesting that access be granted
 - i. Please see our guides for using FTP to access this drive.
 - ii. To view the site in a web browser, enter the URL as:
http://studentweb.wilkes.edu/user.name/

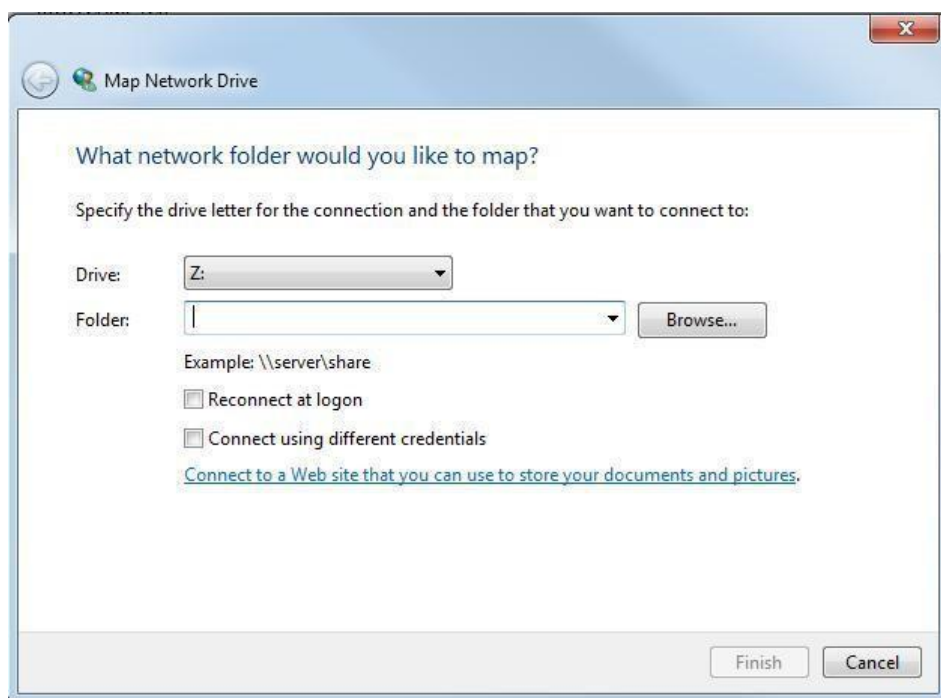
Process


1. Open the Charm Bar by placing the mouse over the top or bottom right corners of the screen and search for **“This PC”**.
2. Click on **This PC**.

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3. Click on **Map network drive**.
4. The Map Network Drive window will appear.



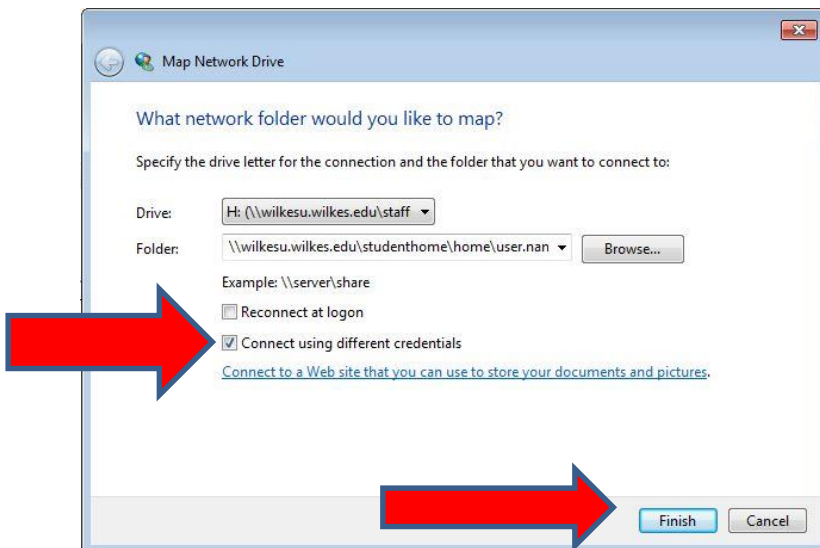
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Drive: select the appropriate drive letter.

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

- Home (H:) Folder:** \\wilkesu.wilkes.edu\studenthome\home\user.name
- Staffshares (S:) Folder:** students do not have access to Staffshares
- Web (W:):** please see our guides for using FTP to access this drive

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



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



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