

FAQ – HOW DO I MAP MY NETWORK DRIVES? (WINDOWS)

Purpose

- This guide outlines the steps to map a network drive using Windows

Requirements

- Active Wilkes Account
- Computer running Windows 10

Notes

- When on campus, you must be connected to the wired network or the Wilkes.edu wireless
- When off campus, you must be connected to the Wilkes VPN client first
- Drive paths:

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

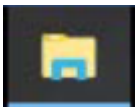
Home (H:): <\\wilkesu.wilkes.edu\staffhome\home\user.name>

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

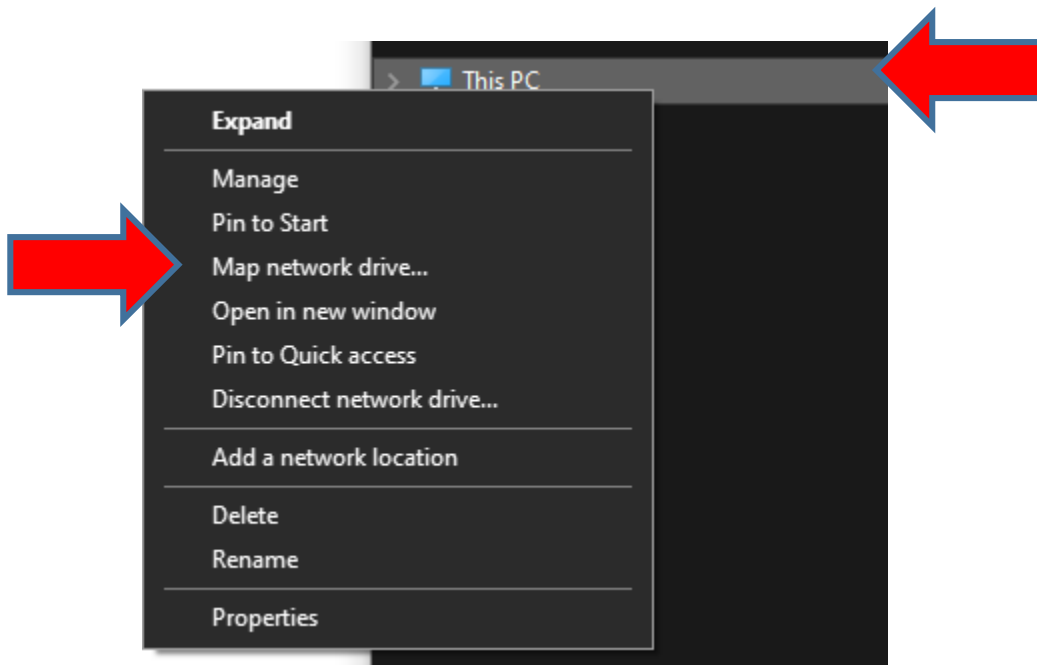
To view site in browser: <http://staffweb.wilkes.edu/user.name>

Process

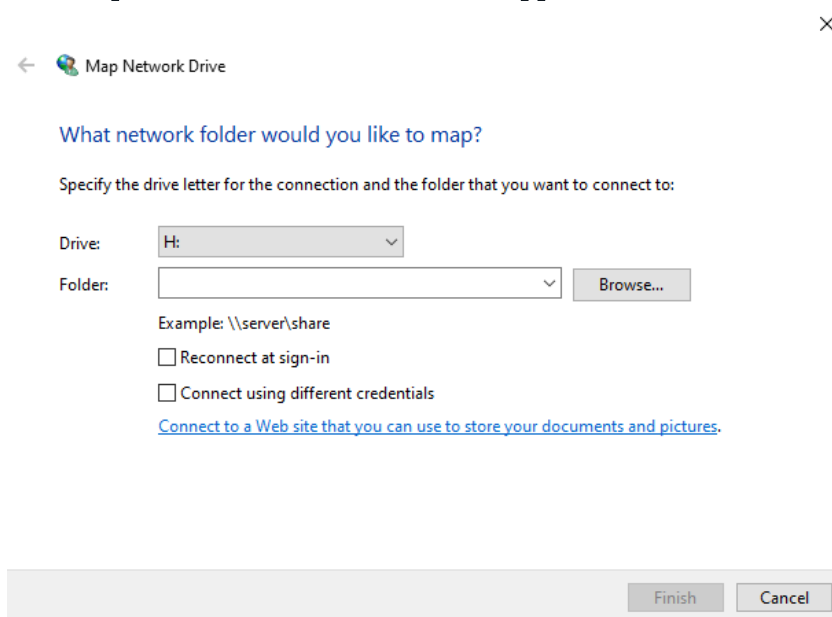
1. Select File Explorer



2. Right click on **This PC** in the menu on the left and select **Map network drive**



3. The Map Network Drive window will appear



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


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

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

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

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

4. Check the **Connect using different credentials** box
5. Be sure the **Reconnect at sign-in** box is **unchecked**. Click **Finish**

←  Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: ▾

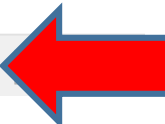
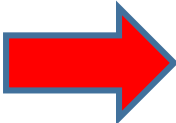
Folder: ▾

Example: \\server\share

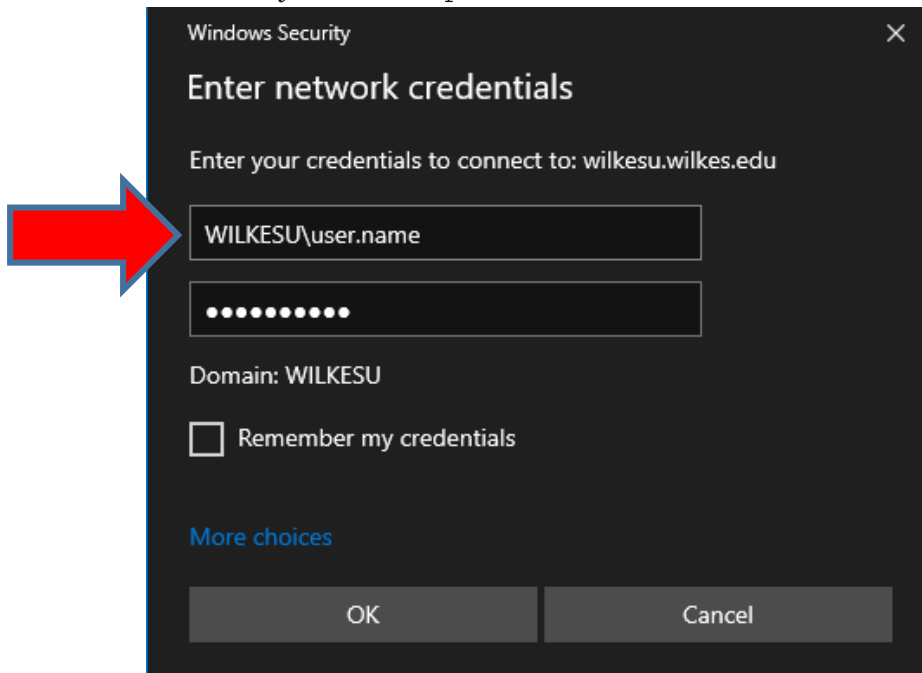
Reconnect at sign-in

Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)



6. A Windows Security window will open. Enter the username as **WILKESU\user.name** and enter your Wilkes password



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