Wilkes University

FAQ – HOW DO I MAP MY NETWORK DRIVES? (WINDOWS 7)

Purpose

- This guide outlines the steps to map a network drive using Windows 7

Requirements

- Active Wilkes Account
- Computer running Windows 7

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

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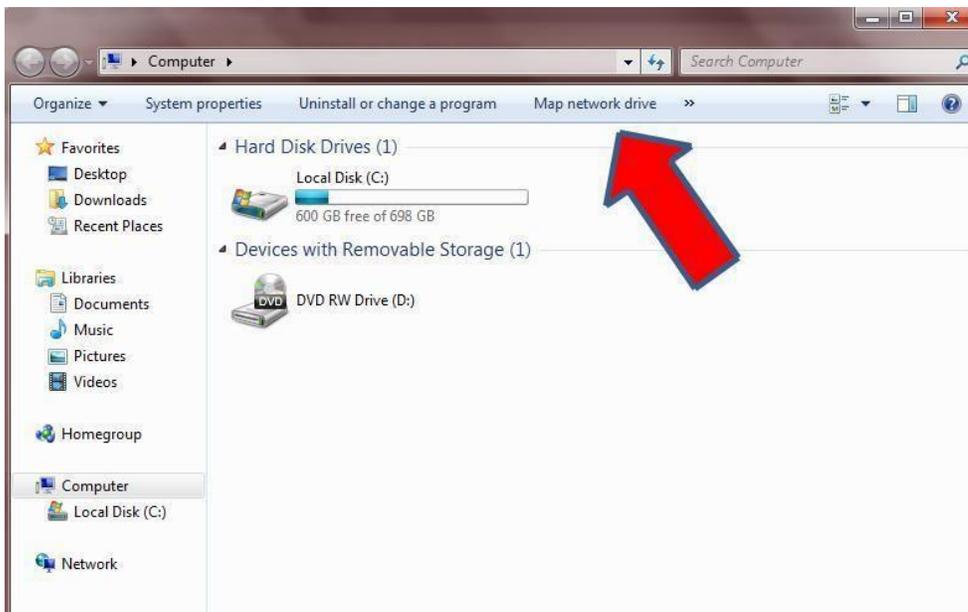# FAQ – HOW DO I MAP MY NETWORK DRIVES? (WINDOWS 7)

Process

1. Open **My Computer**

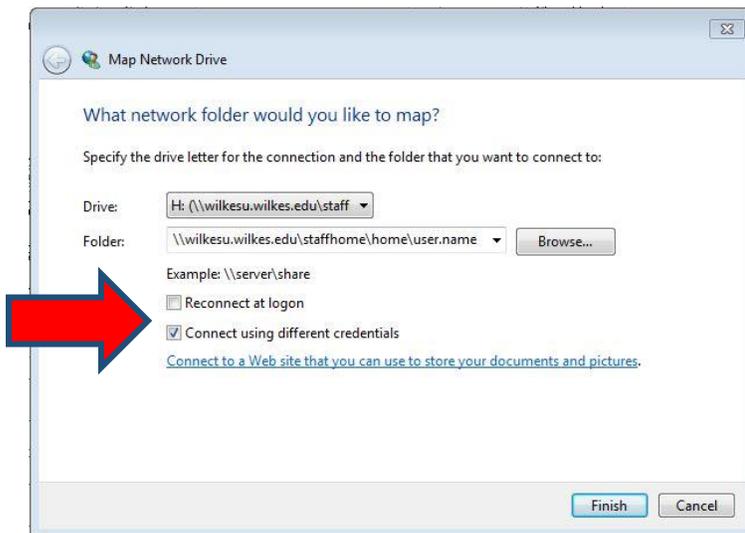

2. Click on **Map network drive**

3. The Map Network Drive window will appear
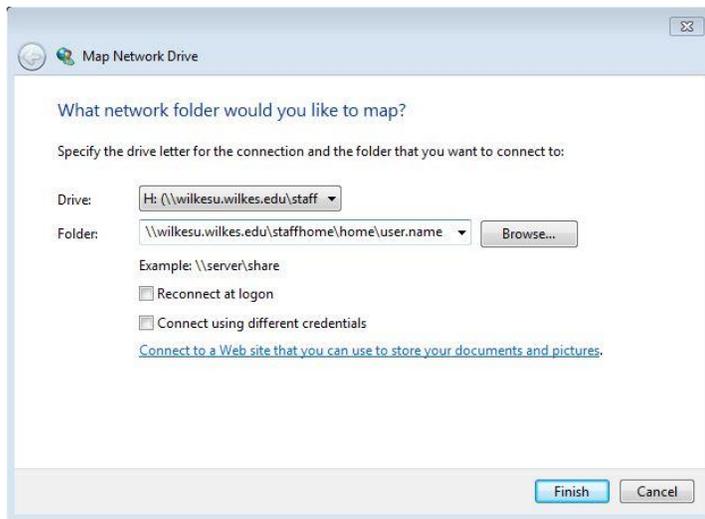
Drive: Select the drive letter that corresponds with the network drive you are mapping

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

        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 logon** box is **unchecked.** Click **Finish**

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. It can be accessed from **My Computer**