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:): <u>\\wilkesu.wilkes.edu\staffhome\home\user.name</u>

Web (W:): <u>\\wilkesu.wilkes.edu\staffweb\web\user.name</u> To view site in browser: <u>http://staffweb.wilkes.edu/user.name</u>

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

Process

1. Open My Computer



2. Click on Map network drive



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

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 \setminus

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

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

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

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.

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