

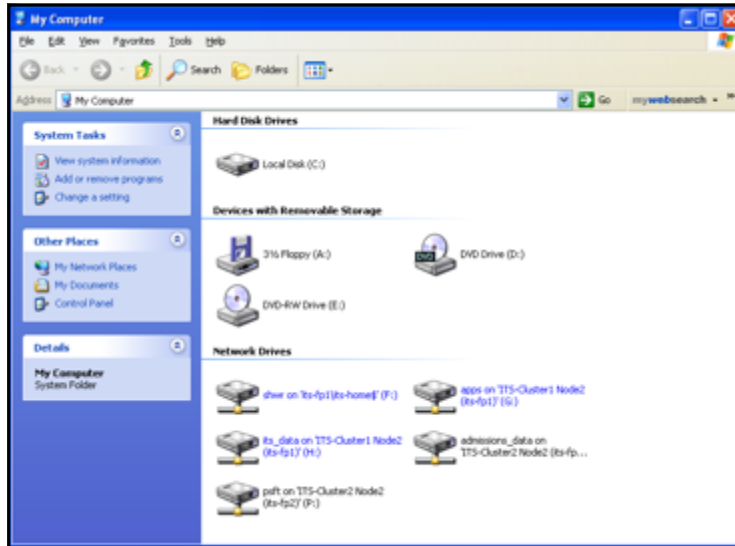
Mapping a Network drive

To connect to a shared resource on a Windows machine,

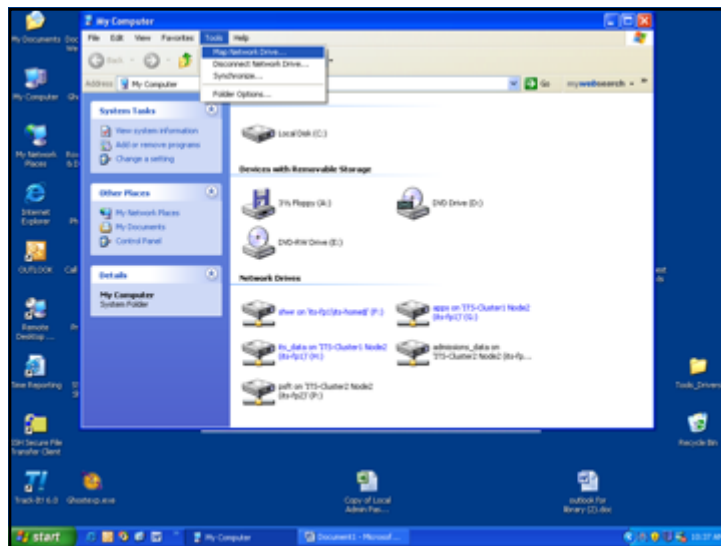
Use this procedure if your computer is not a member of a Domain.

- **Remote connection, from off campus, requires a VPN connection.**

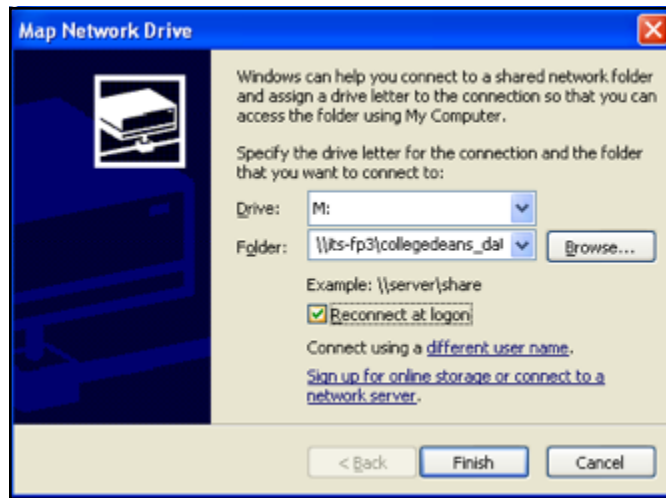
Windows



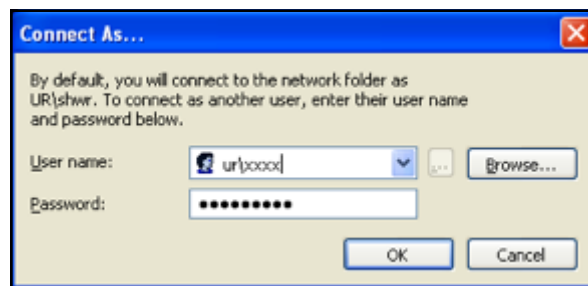
- Open My Computer



- On the **Tools** Menu, Click on **Map Network Drive**

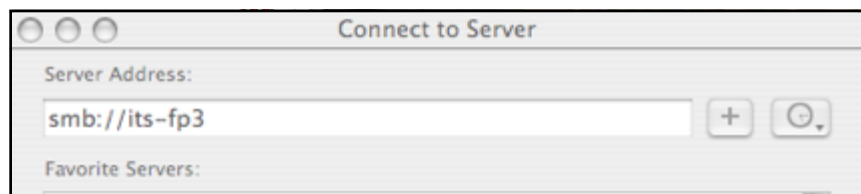


- In **Drive**, type or select the drive letter to map to the shared resource.
- In **Folder**, type the server and share name of the resource, in this format [\\<server name><share name>](#) or click **Browse** to locate the resource.
- Ensure that "**Reconnect at Login**" is checked
- Click on "**Different User Name**"

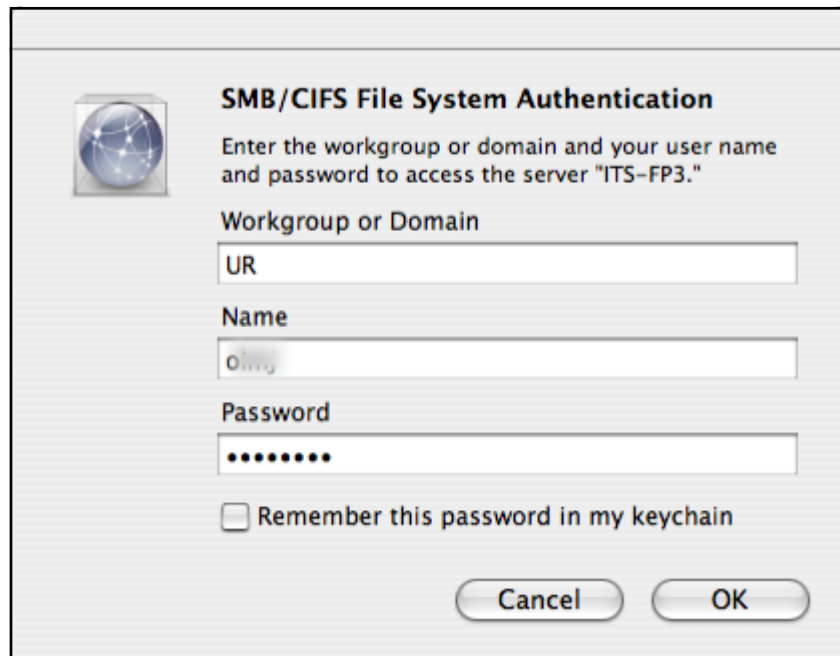


- In the User name and password dialog box, in **User name**, type your **username** if you are prompted. In **Password**, type your password.

Macintosh



1. In the **Finder**, choose **Go > "Connect to Server."**
2. Type the network address for the computer in the Server Address text box using one of these formats:
smb://<server name>
 e.g.. **smb://its-fp3**



Follow the onscreen instructions to type the workgroup name **UR** and your **user name** and **password**.

If you wish to have the operating system remember your password in the keychain, select the check box. Then use the pull down to locate the share name you would like to access.

Once the resource has mounted on your desktop, create an alias from the file menu, for your desktop. This will allow you to connect directly to the authentication box in the future.

Authors and Revisions

Authors

- Benjamin Schollnick

Revisions

- Initial Revision (6/6/2013)
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