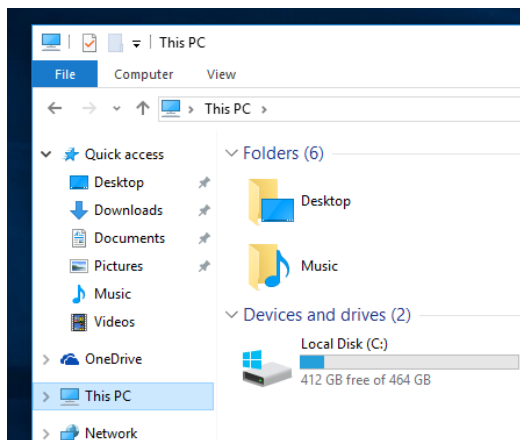# How to Access Network Folders in Windows 10
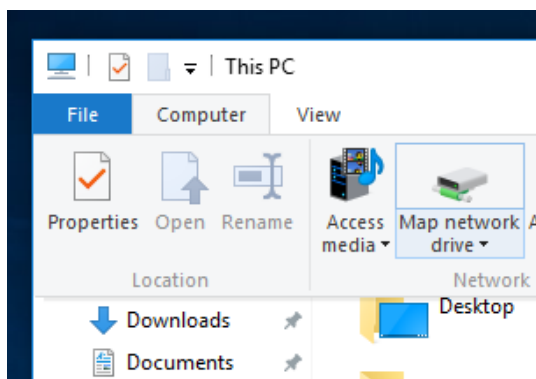
Before You Begin:
- If you are on campus and your network folders are missing, try logging off and on again to reset the computer connection to the server.
- If you are off campus, you must have a working VPN connection first. If needed, follow the steps in Setting Up A VPN Connection.

Steps:
1. Open Windows Explorer from the folder icon on the taskbar and select "This PC" from the list on the left of the window.

2. Click on "Computer" tab at top of window and on the toolbar select "Map Network Drive"
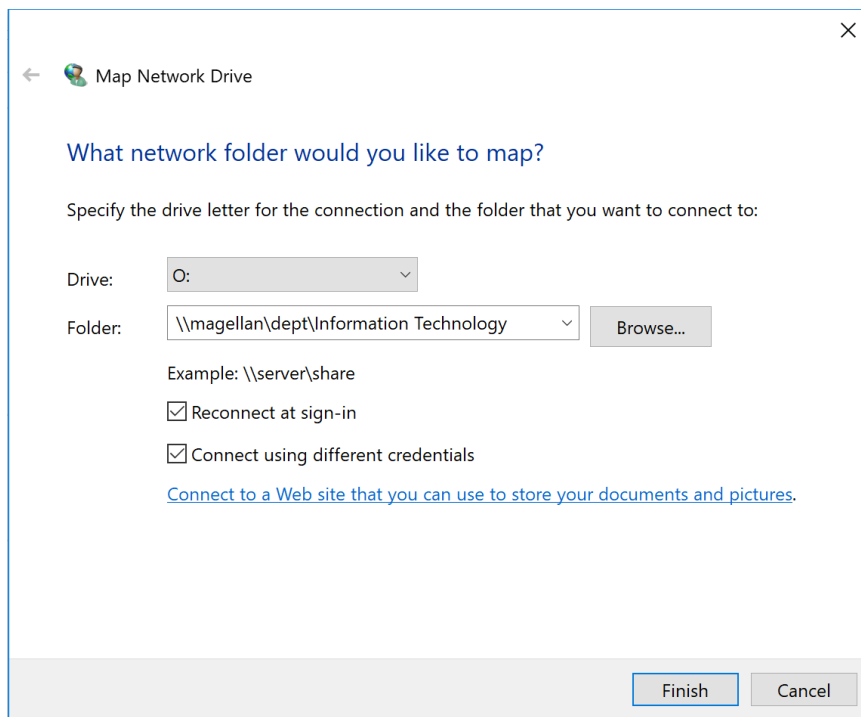

3. Use the "Drive" drop down list to choose an unused drive letter.

4. In the "Folder" box, type the path to the server using the list below:

- Darwin (student file storage): \\darwin.goucher.edu\users**username**
  - Replace **username** with your Goucher username
- Magellan (faculty/staff storage): \\magellan.goucher.edu\dept**folderpath**
  - Replace **folderpath** with the folder path/name for your department's folder. You can also omit **folderpath** entirely for the root **dept** folder.

5. If you want to reconnect to the drive each time that you login, select "Reconnect at sign in"

6. Select "Connect Using Different Credentials". The box should look something like this at the end. When ready, click the FINISH button.

7. Enter your Goucher username and password when prompted, and then select OK. Your network folders will then appear on the screen.
- If for some reason you are getting an invalid credentials error, try typing in your username in the following format: GCADMIN**username**. If that still doesn't work, double-check your password.

To access that network drive again, go back to Windows Explorer and select "This PC" on the left side panel. Your network drives will appear in the "Network Locations" section at the bottom.
To remove the drive later, right-click the drive icon and select "Disconnect".