

Before you begin, you need to know the network path of the directory you want to map to.

Also, if you are working remotely, you need to VPN in first. For VPN instructions see: <u>http://www.calstatela.edu/its/network/vpn</u>

There are two main ways navigate to the area to map a network drive:



- 1. In the search box on the bottom left, type in "Map Network" or enough character to see "This PC" above.
- 2. Open File Explorer . In that window, on the left find and click on "Computer AF-XX-XXX"



Click on the drop down Map network drive and choose on "Map network drive". NOTE: when the drive is no longer working but looks like it is still connected, click on "Disconnect network drive" and "Map network drive" again.

Specify ti	e drive letter for the connection and the folder that you want to connect to:	
Drive	x	
Folder:	I Browse_	
	\\tarsan\dfs\brio5 \\tarsan\dfs\file i-o	
	Recorded at man-in	
	Connect using different credentials	
	Control to a Web site that you can use to store your documents and pictures-	

Drive: If you are re-mapping to the drive, use the drop down and choose the correct drive. If this is the first time you are mapping to the drive, choose a drive (it does not matter which one you choose the first time)

Folder: Begin typing in the server name and folder like: \\server_name\folder\ at this point you can click on the 'Browse' button to find the correct sub-folder

If you are re-mapping, you can click on the drop down to look for the drive. If it is not there, type in the \\server_name\folder\ and



Once you have the correct Drive and Folder information, click on 'Finish' to connect. Note: make sure the 'Reconnect at sign-in' box is checked.

÷	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:	Z: Image: Server Share Example: \server share Browse Reconnect at sign-in Connect using different credentials Connect to a Web site that you can use to store your documents and pictures.	
		Finish Cancel	

If you are getting an authentication error, you may need to choose "Connect using different credentials" and finish.

Windows Security × Enter network credentials					
Enter your credentials to connect to: tarzan					
ad\scortez					
Password					
Domain: ad					
Remember my credentials					
01	Connel				
OK	Cancel				

Enter ad\network id and your password. You can also check "Remember my credentials" and click on "OK".