

This week's tech tip will show you how to easily map a network drive on a campus computer.

Network drives are used by several departments on campus as an easy way to share documents and collaborate. Many refer to their drives by the letter they use to set it up on the computer, for example the O: drive or the Z: Drive. In either case, that drive letter points to a Share, or folder, stored on a network server. Faculty, Staff, and Student Workers, along with Student Organizations may have these Network Shares available to use.

Here are some quick instructions on how to map your Network Drive, you will need to know the name of the server and the share folder to begin. This information can usually be obtained by looking at another users drives. You would see something like "Share name on Goldeye" preceded by a drive letter like O: in the "My Computer" Screen on a Windows PC.

### **On a PC:**

Go to MyComputer

->select Tools

->select Map Network Drive

->change the drive letter to something not already in use

->type the path in the Folder box (example: [\\goldeye\yoursharedfoldername](#) )

->select Reconnect at logon (so you won't need to map it again next logon)

-> and Finish.

### **On a Mac:**

1. In the file menu select GO>CONNECT TO SERVER
2. type in lower case only: smb://servername/sharename and hit enter or click CONNECT
3. In the resulting dialog box, enter the domain as uwsuper, user name, and password. Hit enter or click OK.
4. Check the box that says to remember the password in the keychain.

Once the drive has mounted, it will appear on the desktop.

For easy access connecting next time, drag the disk to the dock next to the trash and an alias will appear there. You can just click on the alias to mount the volume