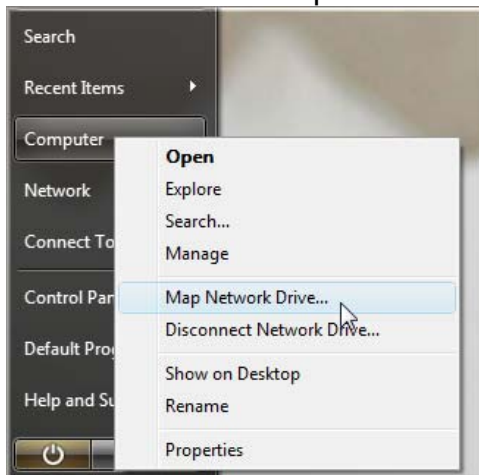


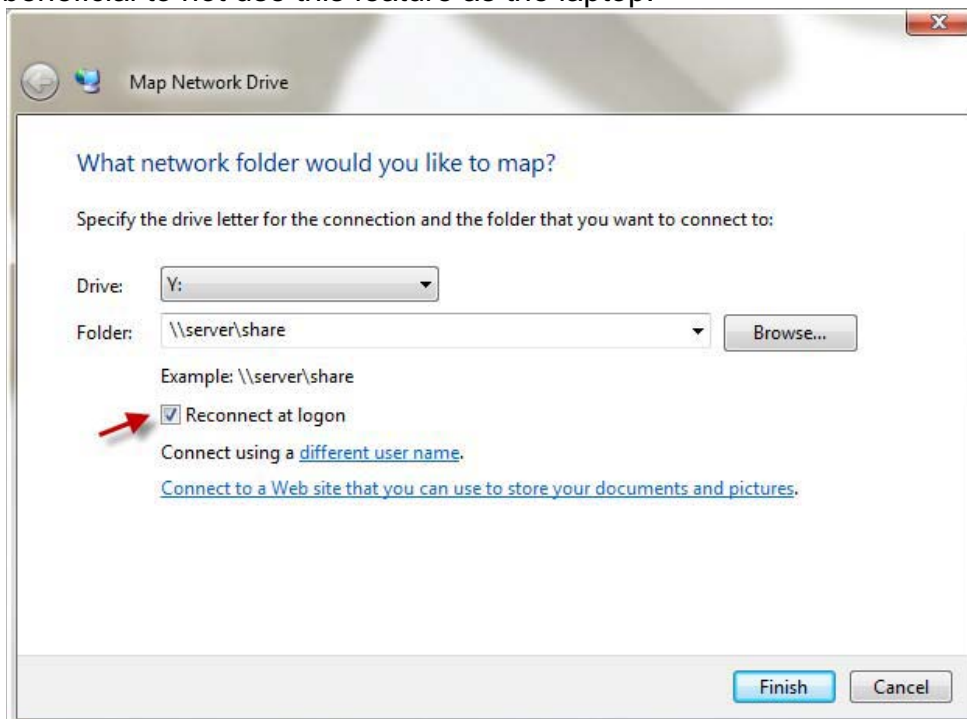
Mapping a Shared Network Drive

NOTE: If the user is trying to map from off campus first follow instructions on the [VPN setup](#).

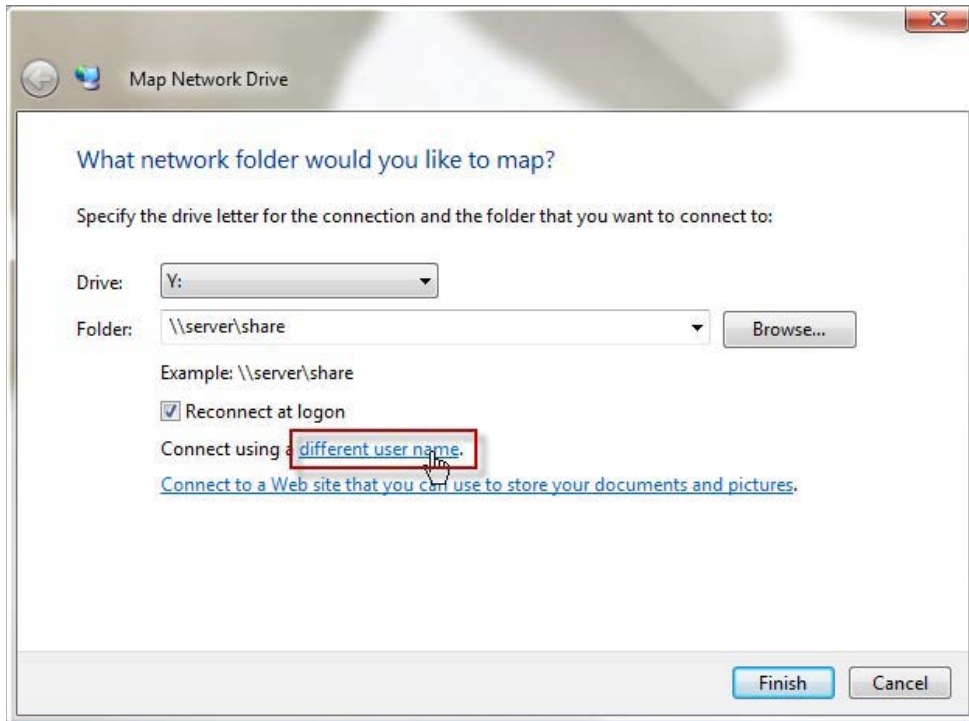
When access to a network resource is needed on a frequent basis it becomes convenient to map a network drive. First right click on Computer in the Start menu and click on Map Network Drive as seen below.



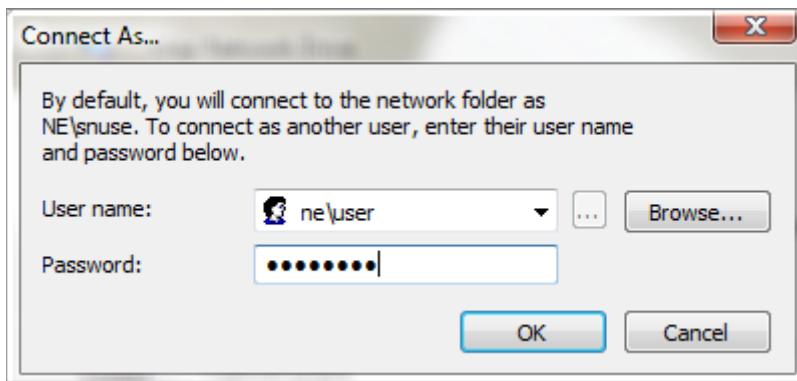
Next the user should enter in the location of the network resource in the Folder box and then choose a drive letter of their preference. An example of a location might be [\\nucleus\home\username](#). The user can also leave Reconnect at logon box checked at user preference. This setting will reconnect to the drive every time the user logs on with the alternative being to manually connect at each logon. If using a laptop it may be beneficial to not use this feature as the laptop.



If the user is logging on from off campus or outside the Nuclear Engineering domain, they need to click on the link named “different user name” as seen below.



Then the following window will appear. Enter in the appropriate information as seen, where user is the user’s username.



Then the drive will be mapped and the icon below will be available in the Computer folder each time the user logs on.

