Setting up Access to your Campus Drives - PC

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Be sure you are connected to the VPN if mapping drives on your home or personal computer.

Open a file explorer window and right click on "This PC" - choose "Map Network Drive".



We'll begin by mapping your departmental drive. Begin by selecting drive letter "V".

| | | | × |
|-----|--------------|------------------------|--|
| € 9 | 👌 Map Neti | work Drive | |
| v | What nets | vork folder wou | uld you like to map? |
| S | pecify the d | rive letter for the co | nnection and the folder that you want to connect to: |
| D | trives | Yi | ~ |
| F | olden | Y: Z: | Browse |
| | | X: W: | |
| | | Vi Ui | Kale. |
| | | s R | n use to store your documents and pictures- |
| | | 0 6 | |
| | | N: M: | |
| | | L: Ki | |
| | | El El | Finith Cancel |

Make sure you have a check mark in both "Reconnect at Startup" and "Connect using different credentials" In folder name for the "V" drive type: \\otter\shared. Click Finish.



Enter your CLU credentials and place a check mark in the box "Remember my credentials"



The V drive now appears in your Explorer window.

| 🛃 💽 🔛 🗴 This PC | | - o x |
|----------------------------------|--|-------------------------------|
| File Computer View | | ~ · |
| 🔶 🚽 – 🛧 💻 > This PC | | v (b) Search This PC , P |
| Cesktop 🖈 | Folders (7) | |
| 🕹 Downloads 🖉 🖈 | - | - |
| 🖹 Documents 🛷 | 3D Objects | Desktop |
| Pictures # | | |
| MINUS8129G (t) x* | Documents | Downloads |
| 👝 Local Disk (Dt) 🖉 🖉 | | |
| 🔹 iCloud Photos 🛷 | Music | Pictures |
| iCloud Drive # | | - |
| 🕳 Google Drive File Stream (H) 🖈 | - | |
| 🕳 Sterling Mu (Gr) 🛛 🖈 | Videos | |
| Creative Cloud Files | Devices and drives (9) | |
| CneDrive | Service Press | Canad Barton |
| This PC | Albert Prices | Sector Press |
| > 🗊 3D Objects | Local Disk (C:) | Local Disk (D:) |
| > Apple Phone | | |
| > Desktop | GU COF 10 39/1 GU FOT | 2.07 IB tree of 3.63 IB |
| Documents | Local Disk (E:) | DVD RW Drive (F:) |
| > 🕹 Downloads | - | |
| > h Music | Sterling Mu (Gr) | Google Drive File Stream (Ht) |
| > Dictures | 3.24 TB free of 5.45 TB | 175 G8 free of 465 G8 |
| > 🖬 Videos | MINUS8128G (t) | |
| > 🏊 Local Disk (Ci) | 673 (8 fore of 115 (8 | |
| Local Disk (D.) | his work in sections (8) | |
| > _ Local Disk (E) | rvetwork locations (1) | |
| Stelling Mu (G) | shared (/(otter) (V) | |
| > 👝 Google Drive File Stream (H) | 1.04 TB free of 14.1 TB | |
| > MINIUS81285 (k) 17 items | v | 0.0 |

Map your "U" drive in the same way. This time, in the map network drive dialogue box, enter: \\otter\users\username (Where username is your campus user name)

| what n | etwork folder would you like to | map? | | | | | | |
|------------|---|------|--------|--|--|--|--|--|
| Specify th | Specify the drive letter for the connection and the folder that you want to connect to: | | | | | | | |
| Drive | U: v | | | | | | | |
| Folder: | \\otter\users\dwarrick | ~ | Browse | | | | | |
| | Example: \\server\share | | | | | | | |
| | Reconnect at sign-in | | | | | | | |
| | Connect using different credential | Is | | | | | | |
| | Connect to a Web site that you can use to store your documents and pictures. | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Your departmental and personal drives now appear and you can access your campus data.

