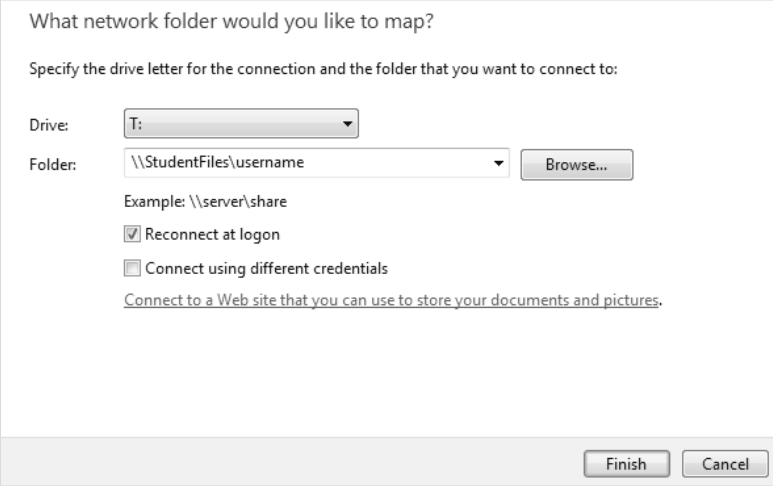
Technology Services

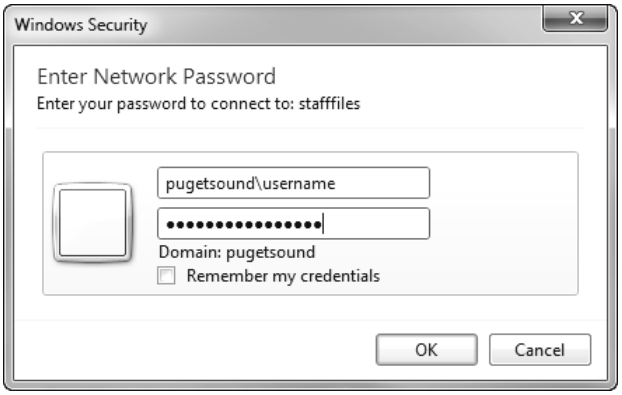
# Mapping to a Network Share

**How to Access your Puget Sound Network Share**

## Windows Instructions

1. Under the **Start** menu, select **Computer**.
2. Select **Map Network Drive** in the menu's toolbar.
3. Choose an unused letter from the **Drive** drop-down menu.
4. In the **Folder** field, enter the name of the network share you would like to map to.




**Note:** If you are accessing your network share using a Windows device not bound to the Puget Sound domain, you will need to also select **Connect Using Different Credentials**.

When prompted for your username, type **pugetsound\username** and then enter your password.

**Network Share Name Key:**

| | |
|---|---|
| **Faculty** | \\FacultyFiles\username |
| **Staff** | \\StaffFiles\username |
| **Students** | \\StudentFiles\username |
| **Other Network Share** | \\FacultyFiles\sharename **or** \\StaffFiles\sharename |

4. Make sure **Reconnect at Logon** is selected.
5. Click **Finish**.

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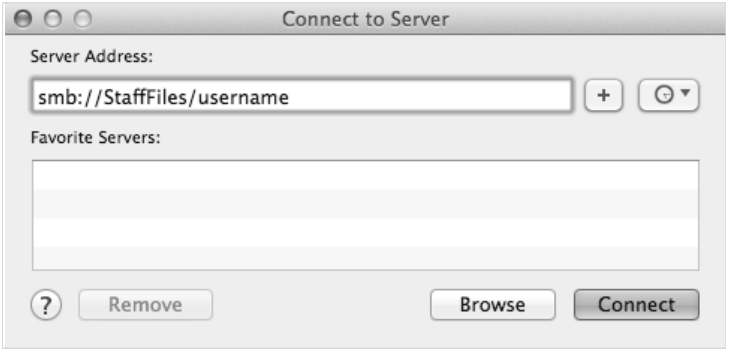
## Mac Instructions

1. Click on your desktop wallpaper to ensure that the menu you are accessing is for your computer and not for any programs you may be running.

2. In the menu bar at the top of your computer screen, select **Go**. Then, select **Connect to Server**.

3. In the **Server Address** field, enter the network share you would like to map to.




**Network Share Key:**

| | |
|---|---|
| **Faculty** | smb://FacultyFiles/username |
| **Staff** | smb://StaffFiles/username |
| **Students** | smb://StudentFiles/username |
| **Other Network Share** | smb://FacultyFiles/sharename<br>**or**<br>smb://StaffFiles/sharename |

4. Click **Connect**.

**Note:** Each time you wish to connect to your network share you will need to engage in the steps outlined above. Your frequently visited network shares can be saved in the **Favorite Servers** section of the **Connect to Server** menu by clicking the plus **(+)** button.

Once you have connected to the server you can also drag the following icon from your desktop to your dock, which will allow for easier access in the future.