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.

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: T:
Folder: \StudentFiles\username
Example: \server\share

☐ Connect using different credentials

Connect to a Web site that you can use to store your documents and pictures.

Finish Cancel

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:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>\FacultyFiles\username</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>\StaffFiles\username</td>
</tr>
<tr>
<td>Students</td>
<td>\StudentFiles\username</td>
</tr>
<tr>
<td>Other Network Share</td>
<td>\FacultyFiles\sharename or \StaffFiles\sharename</td>
</tr>
</tbody>
</table>

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

![Connect to Server dialog box]

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.