How to Access your Puget Sound Network Share

Windows 10 Instructions

1. In File Explorer ( ), click This PC.
2. Select Computer from the top ribbon.
3. Click Map Network Drive.
4. In the Folder field, enter the name of the network share you would like to map to.
    
    Note: your computer should automatically assign an unused drive letter

    ![Windows Security](image)

    Enter network credentials
    
    Enter your credentials to connect to: stafffiles
    pugetsound\username
    *******
    Domain: pugetsound
    Remember my credentials
    
    OK    Cancel

    Note: Select Connect using different credentials if you are accessing your network share using a Windows device not bound to the Puget Sound domain (e.g. a personal non-university owned computer)

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

    ![Network Share Name Key](image)

    Network Share Name Key:
    
    | Faculty          | \FacultyFiles\username |
    |------------------|------------------------|
    | Staff            | \StaffFiles\username   |
    | Students         | \StudentFiles\username |
    | Other Network Share | \FacultyFiles\sharename or \StaffFiles\sharename |

5. Make sure Reconnect at sign-in is selected.
6. Click Finish.
Mapping to a Network Share
Mac OS

How to Access your Puget Sound Network Share

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.

4. Click Connect.

5. Enter your Puget Sound username in the Name field then enter your password.

Network Share Name Key:

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

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.