


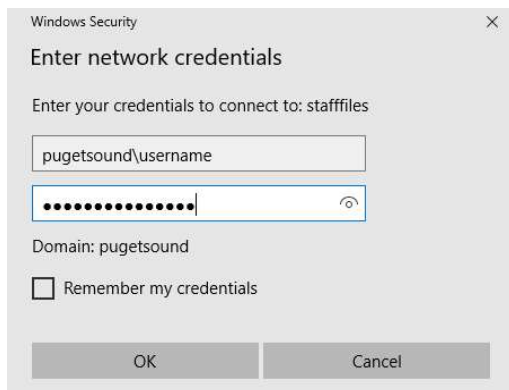
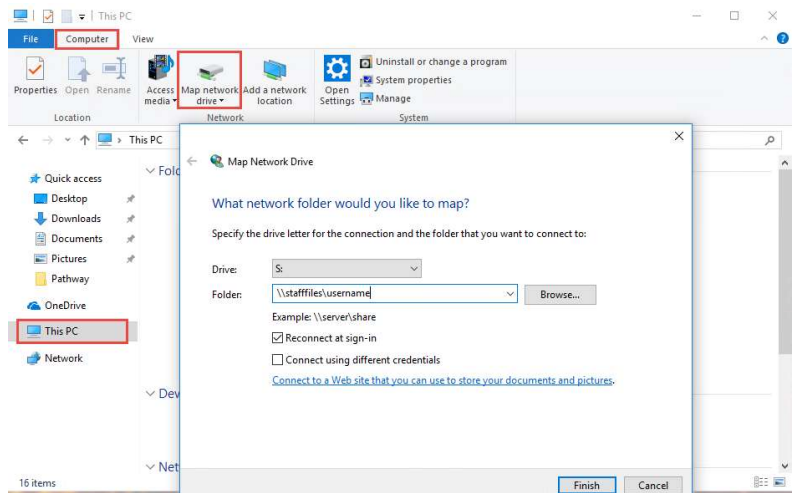
# Mapping to a Network Share Windows 10

## 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*



**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:

<b>Faculty</b>	\\FacultyFiles\username
<b>Staff</b>	\\StaffFiles\username
<b>Students</b>	\\StudentFiles\username
<b>Other Network Share</b>	\\FacultyFiles\sharename or \\StaffFiles\sharename

5. Make sure **Reconnect at sign-in** is selected.
6. Click **Finish**.

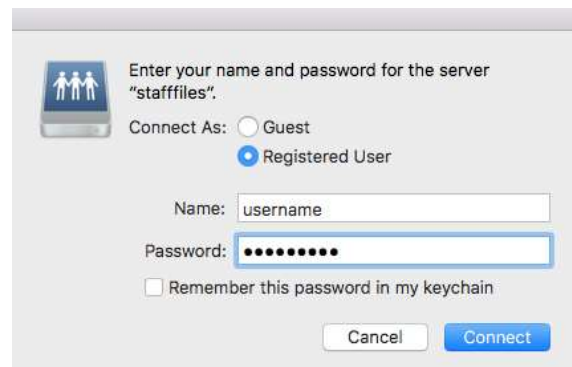
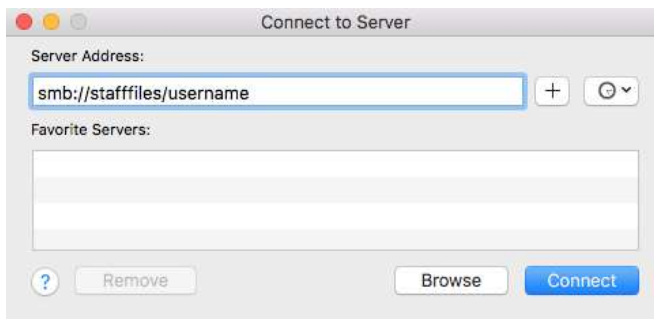


# Mapping to a Network Share Mac OS

## 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:

<b>Faculty</b>	smb://FacultyFiles/username
<b>Staff</b>	smb://StaffFiles/username
<b>Students</b>	smb://StudentFiles/username
<b>Other Network Share</b>	smb://FacultyFiles/sharename or smb://StaffFiles/sharename

**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.

