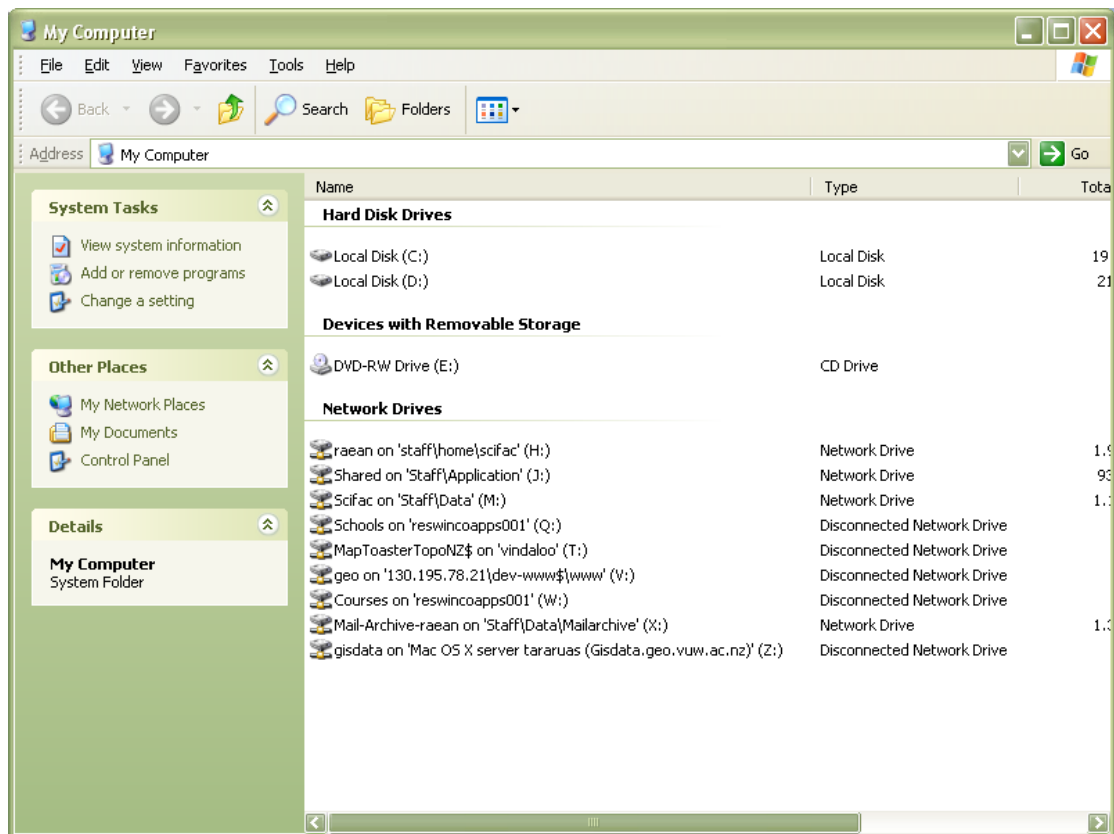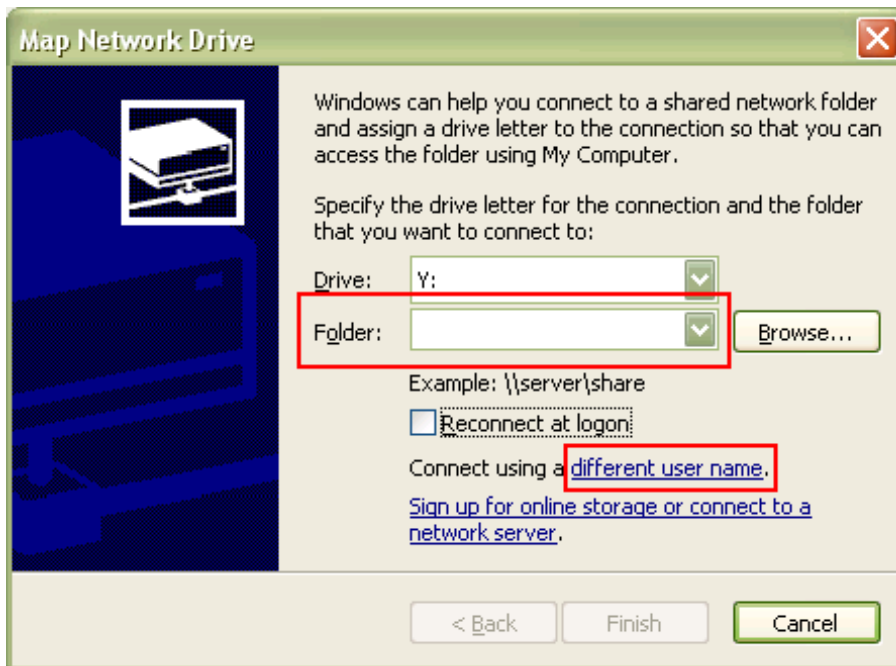# Mapping a Network Drive from a staff machine

When using the computers in CO229 you may want to connect to your student H drive. Or connect to the main GIS data drive. This document gives you instructions on how to do this.
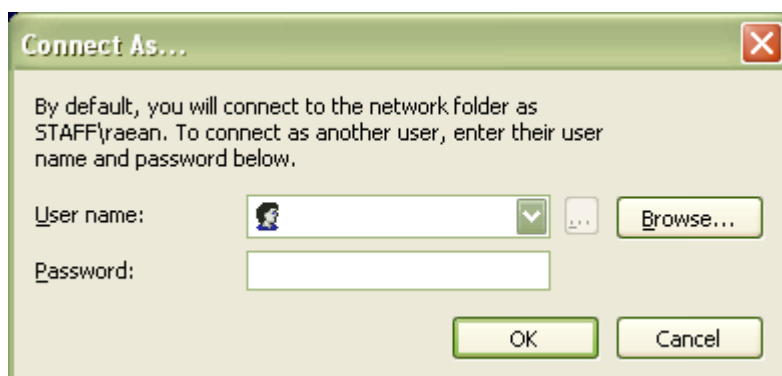
1. From the start menu bring up Windows Explorer. **Start > All Programs > Accessories > Windows Explorer** or press the windows button and e at the same time or double click on my computer.
2. This should bring a window similar to the one below.

3. From the menu select **Tools> Map Network Drive…**

4. A dialog will appear select the drive letter you want the drive to be mapped to from the drop down box (see the next page).

5. If you are mapping to your student account then put in the following pathname in the box beside Folder: \\blackwater\users$*your-user-name*

6. Uncheck the check box Reconnect at logon.

7. Click on **connect using a different user name**.

8. In the user name drop down menu type STUDENT*your-user-name*

9. Then type in your password for your student account and click on **OK**.

10. Finally click on **finish** and your student home drive should now be connected to the computer under the drive you selected.

If you are not connecting to your student account then type in the pathname of the server and the directory you want to map to e.g. \\server\directory-name, click on the Reconnect at logon checkbox if you want the drive automatically connected each time you log on and then click on finish.