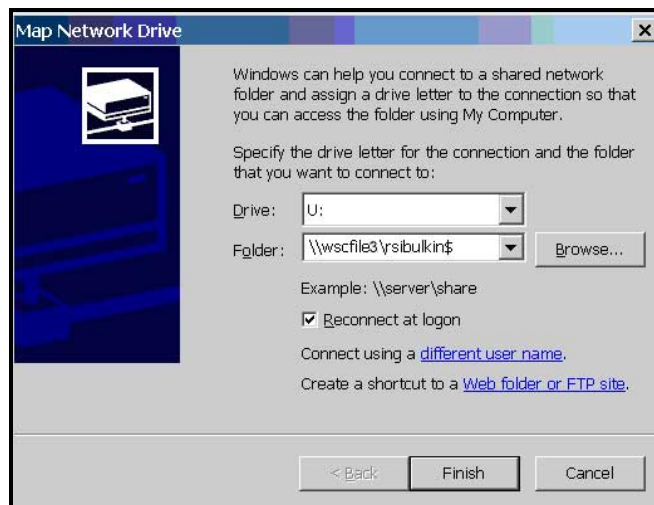


## Mapping a Network Drive

- When using VPN (Virtual Private Network) software to connect to the campus network from home or another off-site location, it is helpful to map a network drive so network files can be accessed each time the VPN is used. Mapping a drive enables the mapped drive to be visible when using Windows Explorer. A shortcut to the mapped drive can be created and placed on the Desktop (For example: [\\wscfile3\USERNAME\\$](#) )
- Drive mapping should be configured to reconnect at logon each time the VPN is used.
  1. Open Windows Explorer by **right-clicking** on the **Start** menu and selecting **Explore** from the shortcut menu.
  2. Select **Tools>Map Network Drive**.

The Map Network Drive dialog box displays.



3. In the **Drive** field, select **Z:** or another drive letter that is not being used on your computer.
4. In the **Folder** field, enter the location of your network share.  
[\\wscfile3\yourusername\\$](#)

Example: [\\wscfile3\jlancer\\$](#)

5. Click the **<Finish>** button.

**Use Windows Explorer to locate your mapped drive and files.**

If desired, create a Desktop shortcut to the mapped drive.