

INFORMATION TECHNOLOGY SERVICES

Map a Shared Network Drive

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Introduction

You can access a shared network drive by mapping it to your computer. Mapping allows you to access a network drive as though it were a local drive on your computer. Before you can map a network drive from off campus, you must first connect to the Cal State LA virtual private network (VPN).

Map a Network Drive in Windows 10

This section covers how to map a network drive from off campus using Windows 10. Once the drive is mapped, it will appear in the left sidebar of the File Explorer window.

To map a network drive in Windows 10:

1. Connect to the Cal State LA VPN using GlobalProtect.

NOTE: See the <u>VPN</u> page for instructions on how to download, install, and connect to the Cal State LA VPN.

2. Click the Start button 💐, and then click File Explorer.

NOTE: You can also press the Windows key 💐 + E.

3. In the **File Explorer** window, click **This PC** in the left sidebar, and then click **Map network drive** on the **Computer** tab of the ribbon (see Figure 1).

NOTE: You can also right-click This PC, and then click Map network drive on the shortcut menu.



Figure 1 – File Explorer Window

- 4. In the **Map Network Drive** dialog box, do the following (see Figure 2):
 - a. From the **Drive** list, select an unused drive letter to assign to the network drive.
 - b. In the **Folder** box, enter the path of the shared network folder (\\tarzan.ad.calstatela.edu\dfs\ followed by the folder name).
 - c. Select the **Reconnect at sign-in** check box if you want to automatically reconnect to the shared network folder every time you log in to your computer.
 - d. Select the Connect using different credentials check box.
 - e. Click the Finish button.

÷	🍕 Map Ne	twork Drive	×
	What net Specify the	twork folder would you like to map? drive letter for the connection and the folder that you want to connect to:	
	Drive: Folder:	Z: \\tarzan.ad.calstatela.edu\dfs\foldername ∨ Browse Example: \\server\share ☑ Reconnect at sign-in ☑ Connect using different credentials <u>Connect to a Web site that you can use to store your documents and pictures</u> .	
		Finish Cance	:

Figure 2 – Map Network Drive Dialog Box

- 5. In the **Windows Security** dialog box, do the following (see Figure 3):
 - a. In the **Username** box, enter your domain followed by a backslash (**ad**) and your **MyCalStateLA ID** username.
 - b. In the Password box, enter your MyCalStateLA ID password.
 - c. Click the **OK** button.

Windows Security	×
Enter network credentia	als
Enter your credentials to connect	to: tarzan.ad.calstatela.edu
ad\username	×
Password	
Remember my credentials	
ОК	Cancel

Figure 3 – Windows Security Dialog Box

Map a Network Drive in macOS

This section covers how to map a network drive from off campus using macOS. Once the drive is mapped, it will appear on the desktop and in the left sidebar of the Finder window.

To map a network drive in macOS:

1. Connect to the Cal State LA VPN using GlobalProtect.

NOTE: See the <u>VPN</u> page for instructions on how to download, install, and connect to the Cal State LA VPN.

- 2. Click the **Finder** icon **C** on the **Dock**.
- 3. On the menu bar, click **Go**, and then click **Connect to Server**.

NOTE: You can also press Command + K.

- 4. In the **Connect to Server** window, do the following (see Figure 4):
 - a. In the **Server Address** box, enter the path of the shared network folder (**smb://tarzan.ad.calstatela.edu/dfs/** followed by the folder name).
 - b. Click the plus (+) icon if you want to add the path to the Favorite Servers list.
 - c. Click the **Connect** button.

	Connec	t to Server		
smb://tarzan.ad.	calstatela.edu/dfs	/foldername		~
Favorite Servers:				
	<u> </u>		_	
+ - 🏘 🗸	?	l	Browse	Connect

Figure 4 – Connect to Server Window

- 5. In the authentication dialog box, do the following (see Figure 5):
 - a. Next to Connect As, select the Registered User option.
 - b. In the Name box, enter your domain followed by a backslash (ad\) and your MyCalStateLA ID username.
 - c. In the **Password** box, enter your **MyCalStateLA ID** password.
 - d. Click the **Connect** button.

îîî	Enter your name and password for the server "tarzan.ad.calstatela.edu". Connect As: Guest Registered User	
	Name: ad\username	
	Password:	
	Remember this password in my keychain	
	Cancel	nect

Figure 5 – Authentication Dialog Box

NOTE: If the mapped network drive does not appear on the desktop, click **Finder** on the menu bar, click **Preferences** to open the **Finder Preferences** window, and then select the **Connected servers** check box on the **General** tab (see Figure 6).

Finder Preferences
General Tags Sidebar Advanced
Show these items on the desktop:
✓ Hard disks
🗹 External disks
CDs, DVDs, and iPods
Connected servers
New Finder windows show:
Ecents
Open folders in tabs instead of new windows

Figure 6 – Finder Preferences Window