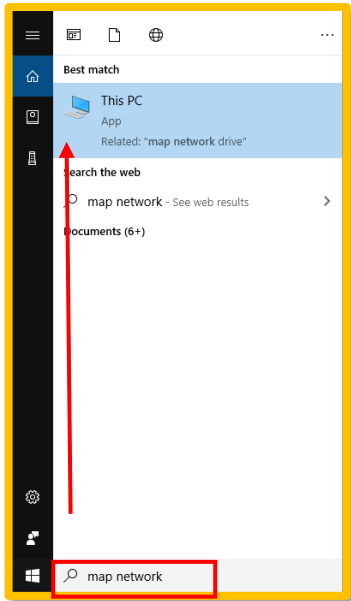



Before you begin, you need to know the network path of the directory you want to map to.

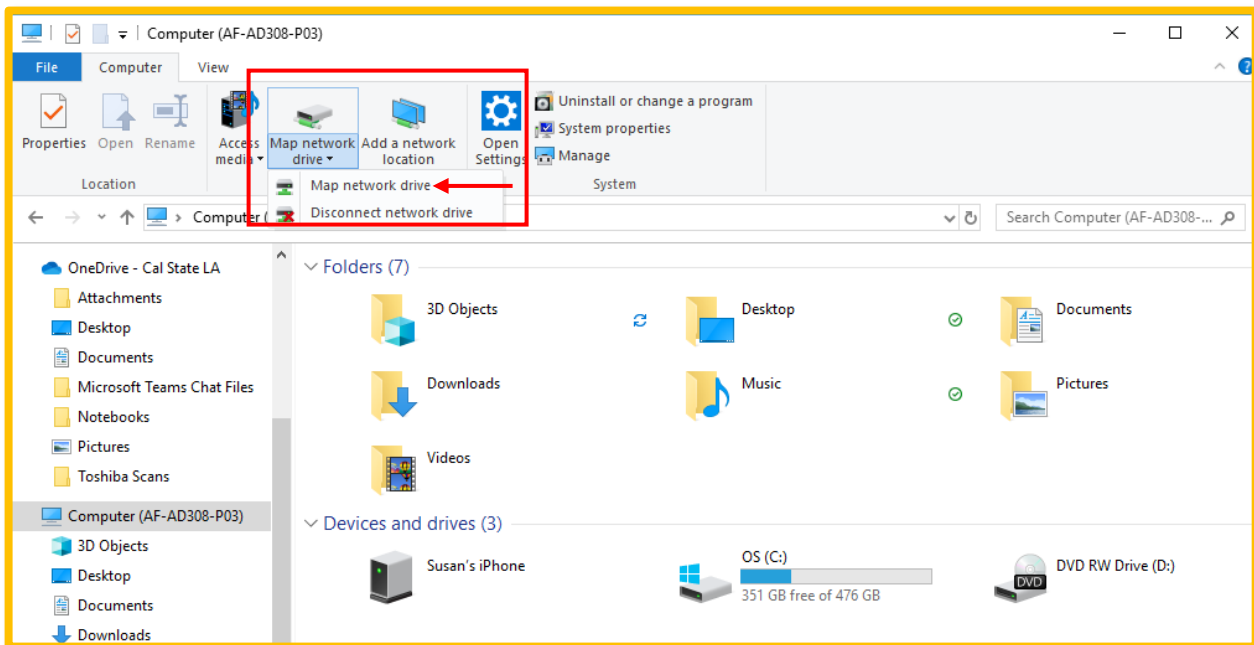
Also, if you are working remotely, you need to VPN in first. For VPN instructions see:

<http://www.calstatela.edu/its/network/vpn>

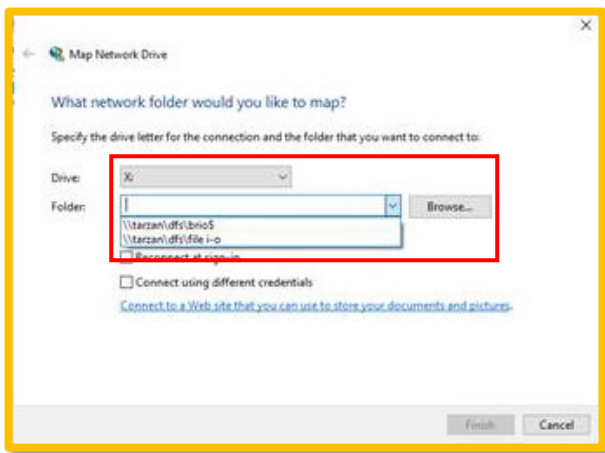
There are two main ways navigate to the area to map a network drive:



1. In the search box on the bottom left, type in "Map Network" or enough character to see "This PC" above.
2. Open File Explorer . In that window, on the left find and click on "Computer AF-XX-XXX"



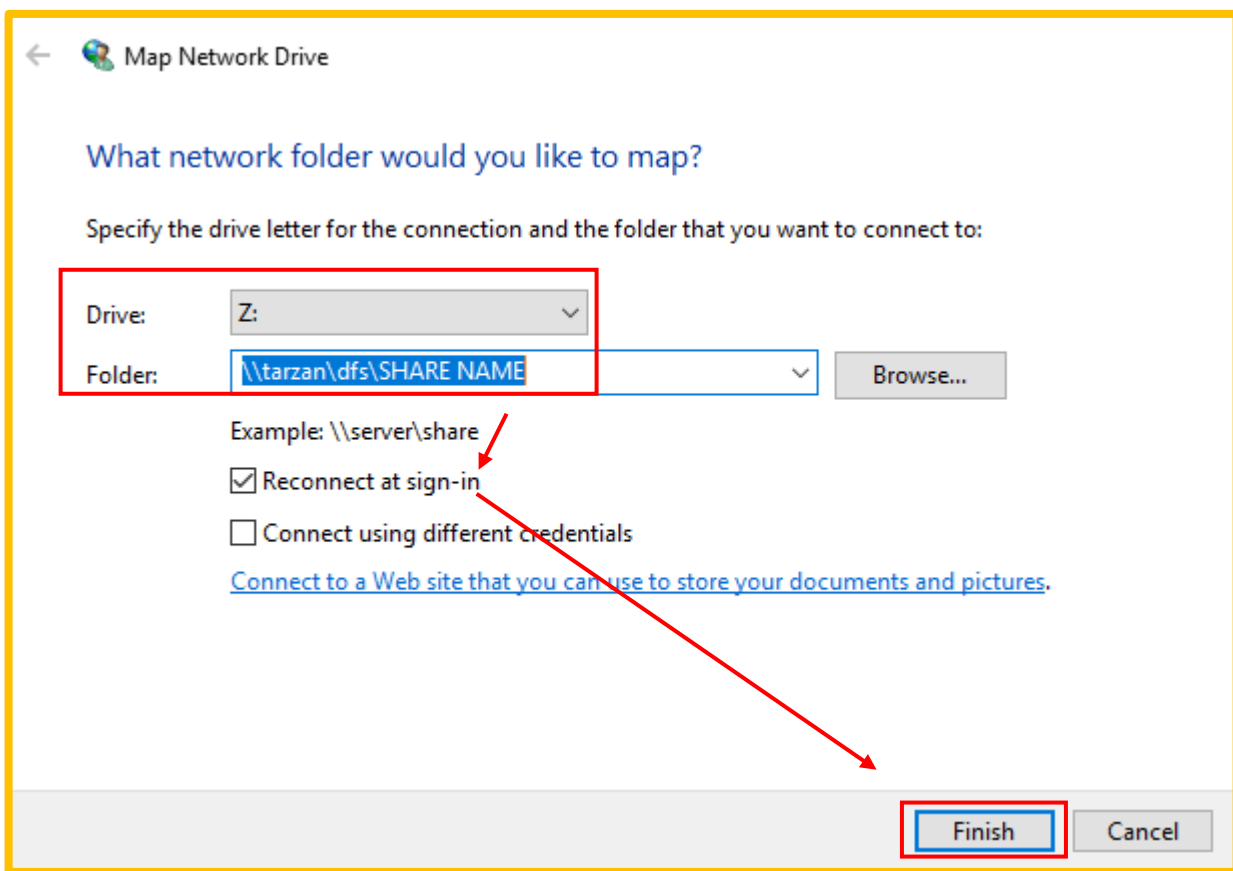
Click on the drop down Map network drive and choose on "Map network drive". NOTE: when the drive is no longer working but looks like it is still connected, click on "Disconnect network drive" and "Map network drive" again.



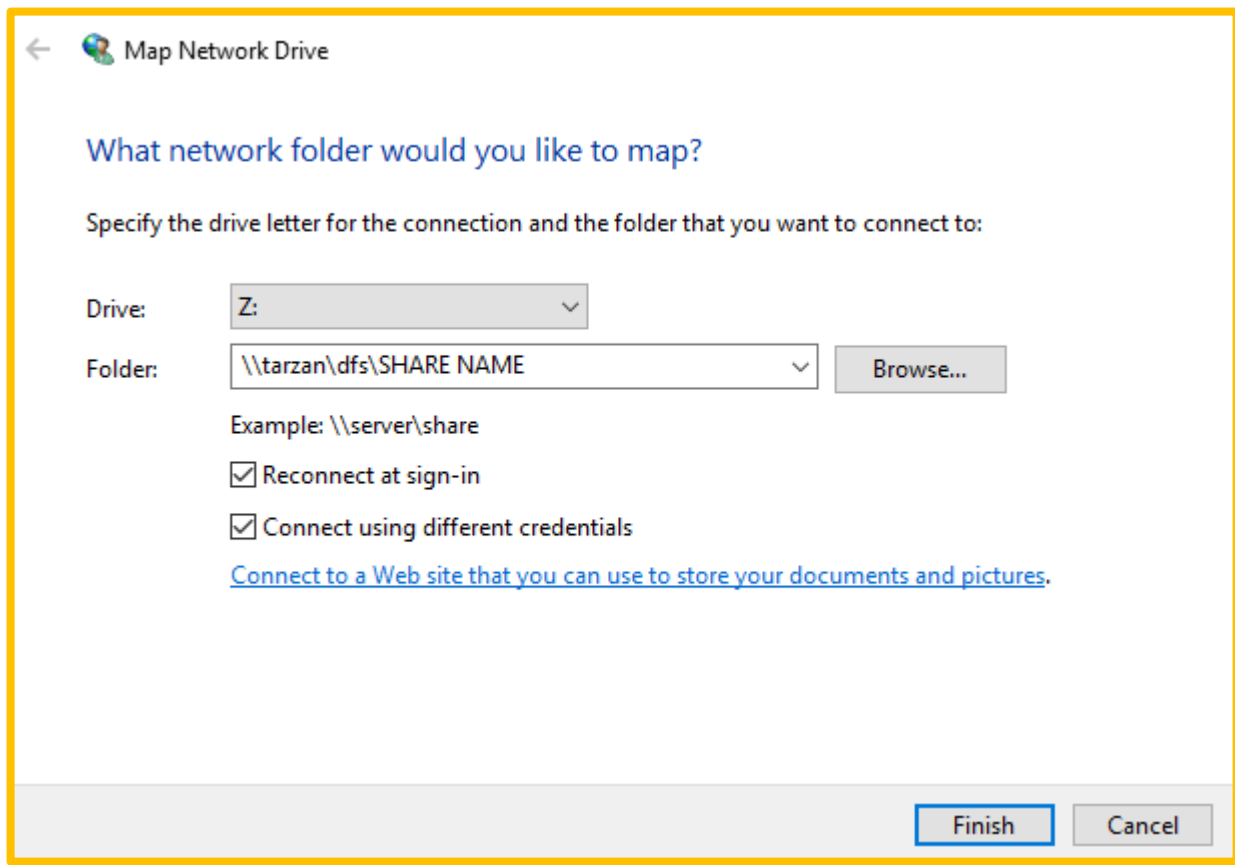
Drive: If you are re-mapping to the drive, use the drop down and choose the correct drive. If this is the first time you are mapping to the drive, choose a drive (it does not matter which one you choose the first time)

Folder: Begin typing in the server name and folder like: \\server_name\folder\ at this point you can click on the 'Browse' button to find the correct sub-folder

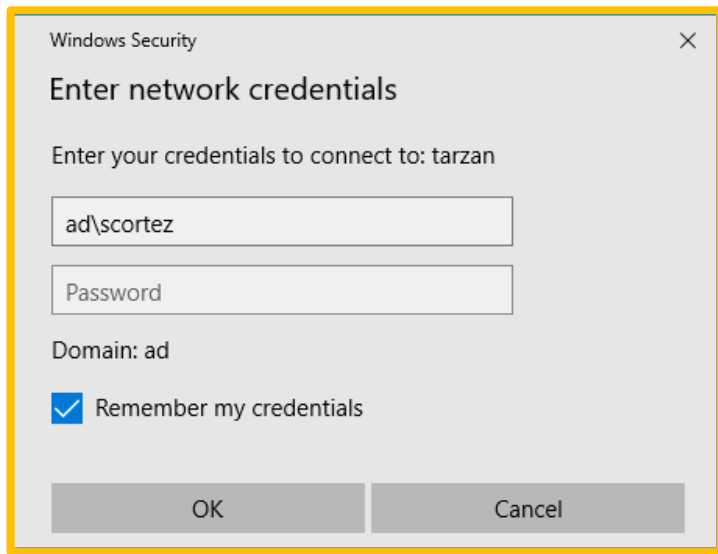
If you are re-mapping, you can click on the drop down to look for the drive. If it is not there, type in the \\server_name\folder\ and



Once you have the correct Drive and Folder information, click on 'Finish' to connect. Note: make sure the 'Reconnect at sign-in' box is checked.



If you are getting an authentication error, you may need to choose "Connect using different credentials" and finish.



Enter ad\network id and your password. You can also check "Remember my credentials" and click on "OK".