



Map a Shared Network Drive

Spring 2020, Version 1

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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 [VPN](#) 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.

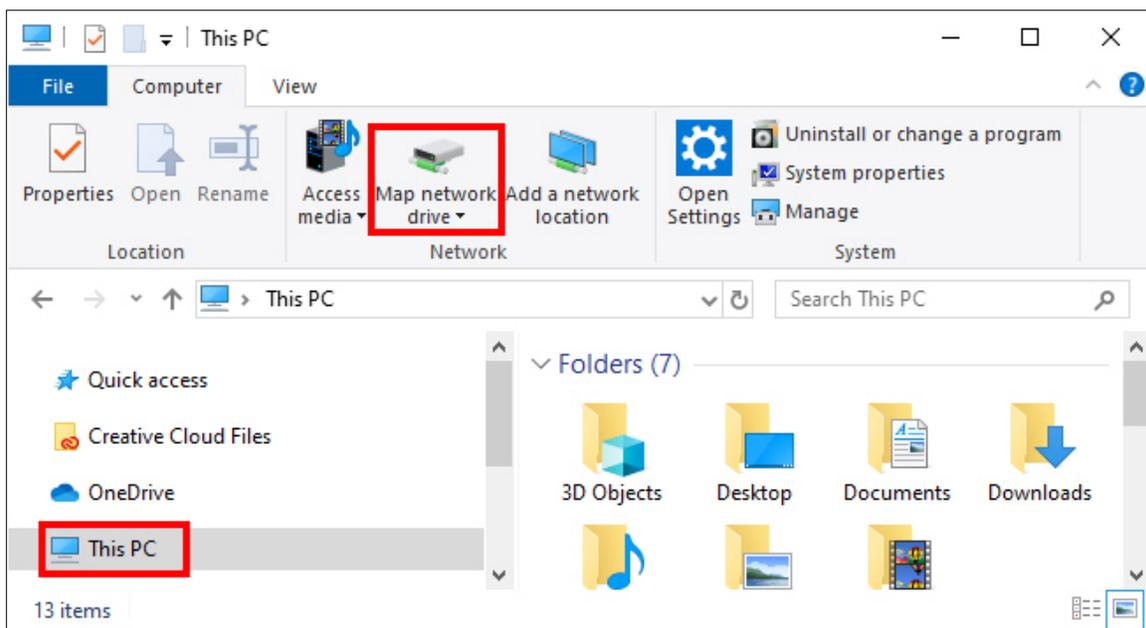


Figure 1 – File Explorer Window

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.

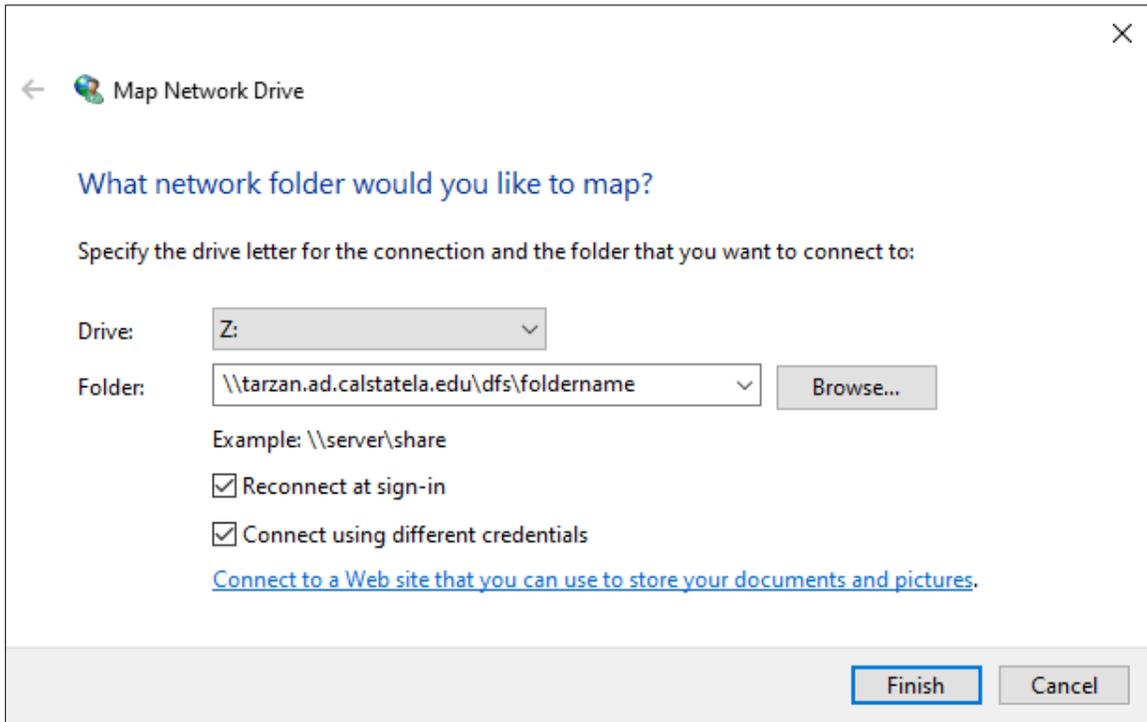


Figure 2 – Map Network Drive Dialog Box

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.

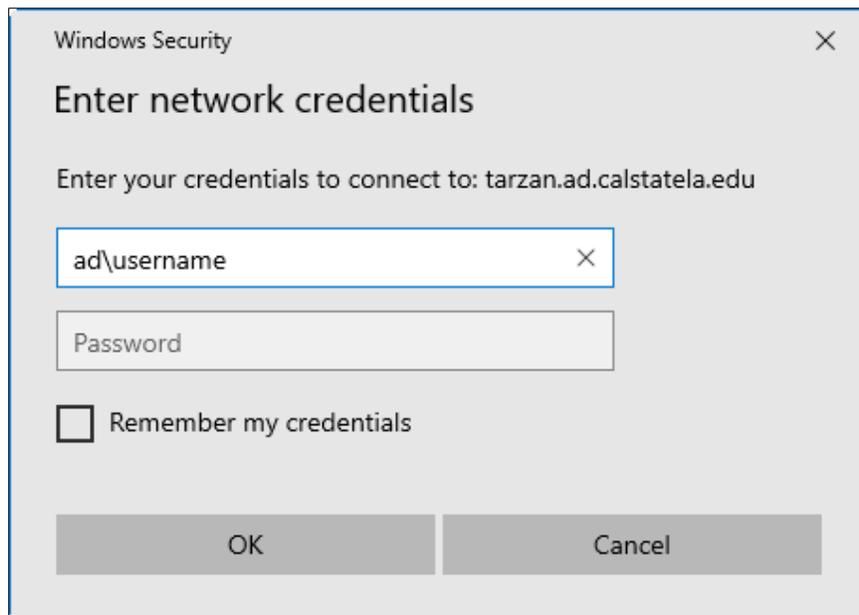


Figure 3 – Windows Security Dialog Box

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 [VPN](#) page for instructions on how to download, install, and connect to the Cal State LA VPN.

2. Click the **Finder** icon  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.

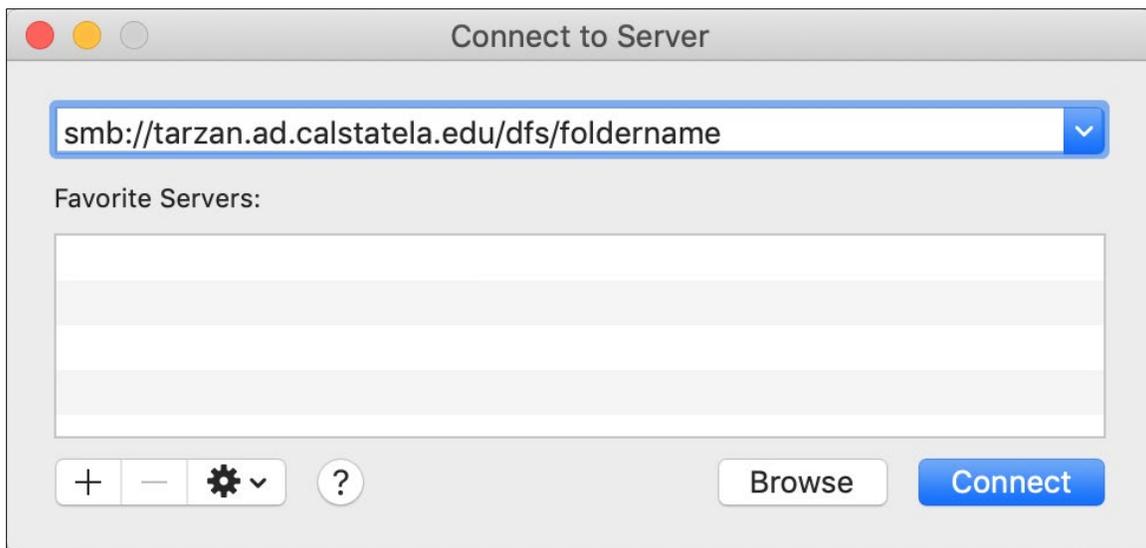


Figure 4 – Connect to Server Window

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.

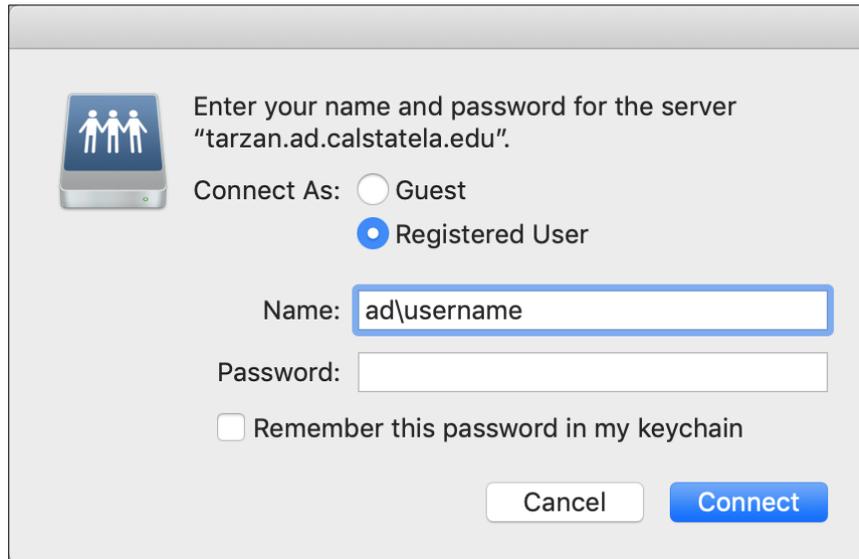


Figure 5 – Authentication Dialog Box

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).

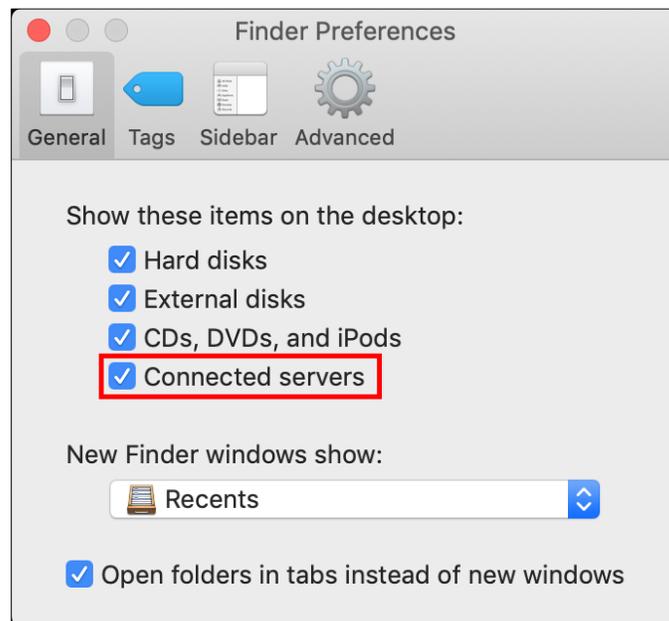


Figure 6 – Finder Preferences Window