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.

     ![Map Network Drive dialog box](image)

     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.