Mapping Network Drives for Faculty/Staff-PC

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For faculty/staff access to their N: drive (home directory), U: drive and Courses folder through wireless laptop (On campus only)

You must be connected to the Alverno wireless network. A list of wireless locations on campus is available at: http://depts.alverno.edu/techserv/students/wireless/wireless.html

To connect to the Alverno wireless network:

Launch a browser (Internet Explorer or Firefox). You should get the login screen shown below



Login with your Alverno username and password

A window will pop up telling you that "Web Authentication – Login Successful!" (below) **Don't close this window. Minimize it.**



To connect to a faculty/staff's N: drive (on campus only)

- 1. Click on Start, My Computer
- 2. At the top of the My Computer window, click on **Tools, Map a Network Drive.** You will see the screen below.

Map Network Drive		×
	Windows can help you connect to a shared network folder and assign a drive letter to the connection so that you can access the folder using My Computer. Specify the drive letter for the connection and the folder that you want to connect to:	
	<u>D</u> rive:	0:
	F <u>o</u> lder:	\\lasrv\users\weishajm 💽 Browse
		Example: \\server\share
		Reconnect at logon
		Connect using a <u>different user name</u> .
		Sign up for online storage or connect to a network server.
		< Back Finish Cancel

- 3. It's not necessary to change the drive letter next to Drive: Leave it as is.
- 4. In the **Folder** section, type in one of the following:

\\lasrv\users\(your username) if your office is the LA or TL building \\cosrv\users\(your username) if your office is in the Corona or Clare building \\nebsrv\users\(your username) if your office is in Christopher Hall or Alphonsa Hall

5. Do not check **Reconnect at logon** unless you are mapping a drive on your personal laptop. Click **Finish.**

Make note of the Drive letter you selected. It will become the link to your network files (N: drive on Alverno's server) when you are using that laptop to log into Alverno's wireless network. If you entered the wrong server name in the **Folder** section, after you logon you will receive an error message. Click **OK** and type in the correct server name. (Also check your typing; the server name has to be entered EXACTLY.)

Connect to lasry.alver	no.edu	<u>?</u> ×
		GET
Connecting to lasrv		
User name:	1	•
Password:		
	OK	Cancel

- 6. When you have successfully connected to the correct server, you will get another logon screen (above). Login with your **network username** preceeded by alverno (example: alverno\weishajm) and **password**. Click **OK**.
- 7. A new window displaying the files in your Home directory will open.

To connect to the U: drive (shared folders) (On campus only)

- 1. Follow steps 1-3 in the directions on page 1.
- 2. Enter the following path next to Folder:

\\deptshar\deptshar

3. When you have successfully connected to the correct server, you will get another logon screen. Login with your **network username**



preceeded by alverno (example: alverno\weishajm) and password. Click OK.

4. A new window displaying the files in your Home directory will open. The drive letter(s) you mapped will appear under the **Network Drives** section in **My Computer.**

When you try to double-click on the drive you mapped and you are NOT connected to Alverno's wireless network, you will receive the following error message:

Windows	× ×
1	An error occurred while reconnecting Y: to \\deptshar\deptshar Microsoft Windows Network : The local device name is already in use. This connection has not been restored.

To access the drives, connect to Alverno's wireless network.

To connect to the Courses folder (on campus only)

- 1. Follow steps 1-3 in the directions on page 1.
- 2. Enter the following path next to Folder:

\\stu1srv\courses

- 3. When you have successfully connected to the correct server, you will get another logon screen. Login with your **network username** preceeded by alverno (example: alverno\weishajm) and **password**. Click **OK**.
- 4. A new window displaying the files in your Home directory will open.

To disconnect a network drive

- 1. Click on Start, My Computer
- 2. Click Tools, Disconnect a Network Drive
- 3. Select the drive you want to disconnect and click **OK**.

etwork Drives:	
\\Stu1srv\courses	()lasrv.alverno.edu\homes
🕎 u: \\deptshar\deptshar	V: \\Stu1srv\Public
❤️ ₩: \\Stu1srv\staff\$	Y: \\imagesrv\acadcomp
Z: \\stu2srv\staff2\$	