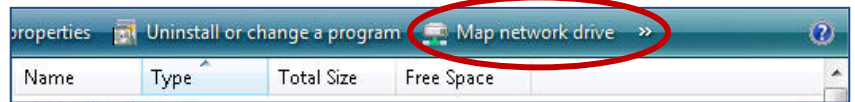


How to Access Network Folders in Windows Vista

Click the **Start** menu and select **Computer** (My Computer). At the top of the window, select **Map network drive**.



What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: I: [v]

Folder: \\magellan\dept\ [v] [Browse...]

Example: \\server\share

Reconnect at logon

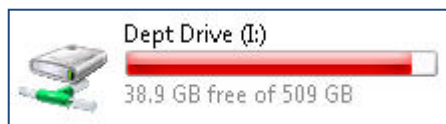
Connect using a [different user name](#).

[Connect to a Web site that you can use to store your documents and pictures.](#)


In the **Drive** field, select an available drive letter from the drop down list. Then type in one of the following paths:

- User folder: [\\magellan.goucher.edu\users](http://magellan.goucher.edu/users) (for faculty/staff)
- User folder: [\\darwin.goucher.edu\users](http://darwin.goucher.edu/users) (for students)
- Dept folder: [\\magellan.goucher.edu\dept](http://magellan.goucher.edu/dept)
- Web folder: [\\meyerhoff.goucher.edu\student_web](http://meyerhoff.goucher.edu/student_web)
- [\\meyerhoff.goucher.edu\faculty_web](http://meyerhoff.goucher.edu/faculty_web)
- [\\meyerhoff.goucher.edu\staff_web](http://meyerhoff.goucher.edu/staff_web)

Make sure that **Reconnect at logon** is checked and click **Finish**. If the path is typed correctly and you are connected to the Virtual Private Network (VPN) then the folder will open displaying its contents.



Close the window and make sure that the network drive you just created appears in the Network Location section. Follow the above steps for each drive you would like mapped. on your computer.

 If you are prompted to enter your Goucher account information, please make sure to type **gadmin** before your username. Click **Finish** to exit. A window will appear displaying the contents of the shortcut you just created in your Network Place.

From now on, once you have connected to the Goucher network you will be able to access your files quicker through your mapped network drives.