Help Document Series: Mapping a Network Drive in Windows Vista

You will need to know your username/password, the dept. share name or the research share name and the default server name is fs.clarku.edu (this information should have already been provided to you), and have permissions to access the share. You will also need to have an active connection on the Clark network or be using SFTP/VPN off campus.

Step 1:
On the desktop, right-click on Computer and select Map Network Drive.

Note: If “Computer” does not appear on your desktop, you will find it on the Start Menu. You may right-click Computer on the Start Menu and select Show on Desktop if you would like it there, or you may simply select Map Network Drive and proceed.

Step 2:
Accept the default Drive Letter unless you have a need to assign a specific Drive Letter.
Type the full name of the share using the following syntax along with your specific share name:
\fs.clarku.edu\clarku\ for faculty\staff personal directory
\fs.clarku.edu\students\ for student personal directory
\fs.clarku.edu\dept\ for departmental shares
\fs.clarku.edu\research\ for research shares

Make sure to check the Reconnect at Login box if you always want the resource available, then click Finish.
Step 3:
Your mapped drive will now appear as a **Network Location** when you open the "Computer" window.

Note: For more information on VPN and SFTP, follow the links below.
http://www.clarku.edu/its/vpn
http://www.clarku.edu/offices/its/fileserver/connect_pfs.cfm

If you have any questions, or require further assistance, please contact the ITS Help Desk at **508-793-7745** or helpdesk@clarku.edu.