

Connecting to a Network Drive on Windows

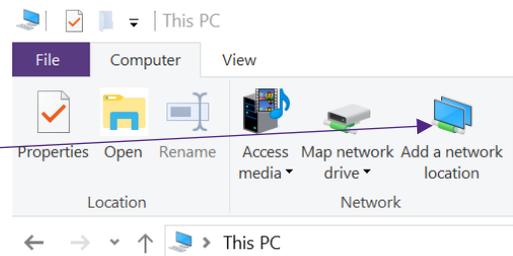
NOTE: You must be logged into the VPN: “All_Users” to connect to a shared or Home drive when you are off campus. Please review the video or PDF guide for connecting to the VPN, if you have not done so recently.

Connecting to a Network Drive

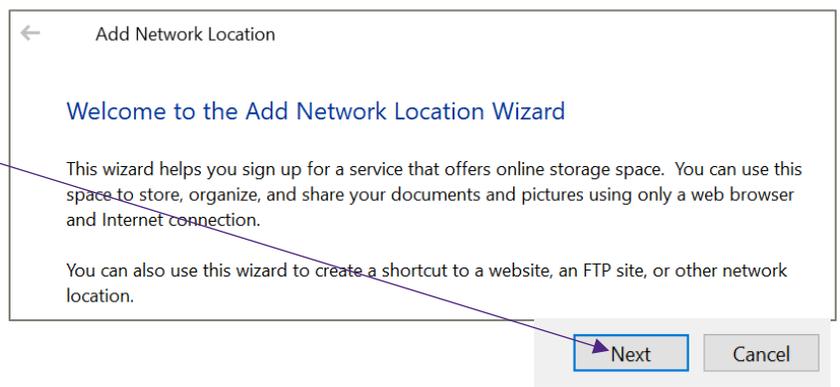
1. Open the Windows File Explorer.



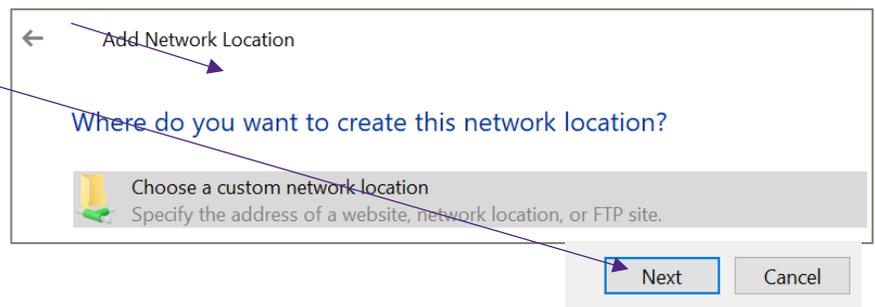
2. Select “This PC” and at the top select “Add a network location”.



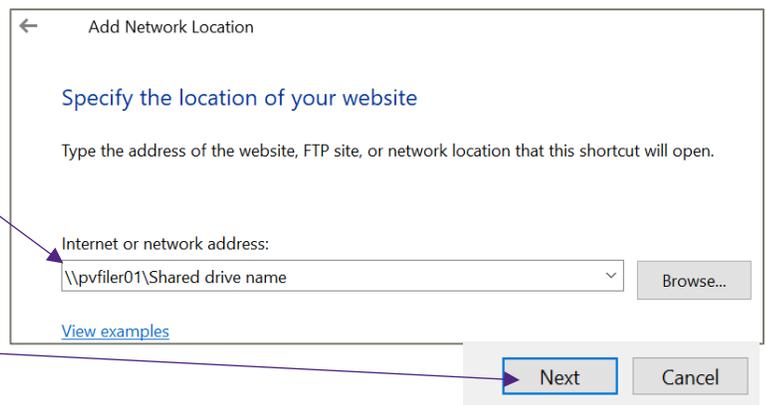
3. In the pop-up window, review the Add Network Location Wizard instructions and select “Next”.



4. Select “Choose a custom network location” then “Next”.

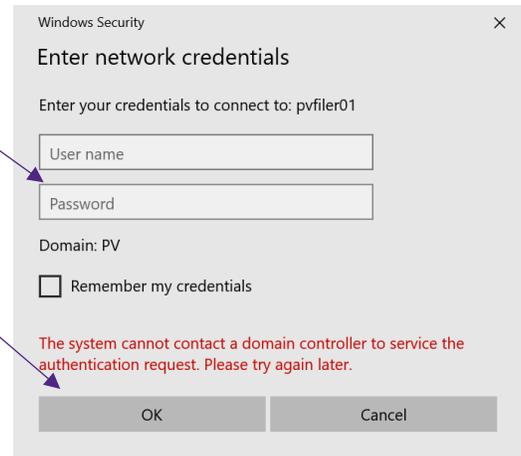


5. Type in the network address:
\\pvfiler01\Shared drive name



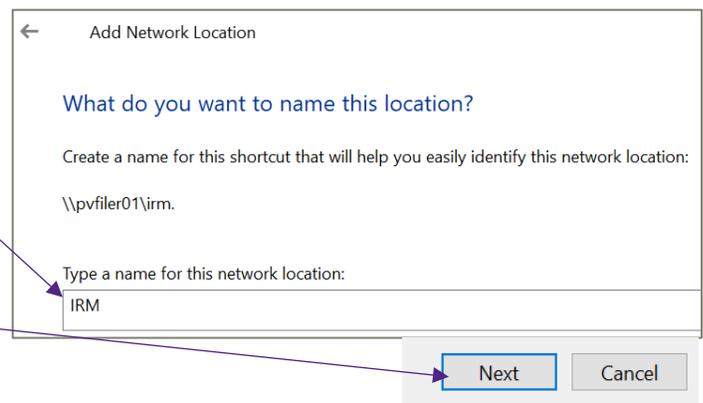
- a. Select “Next”.

6. Once you select “Next”, it will attempt to connect. Then the “Windows Security” pop-up will open. Enter your username and recently reset password and select “OK”.

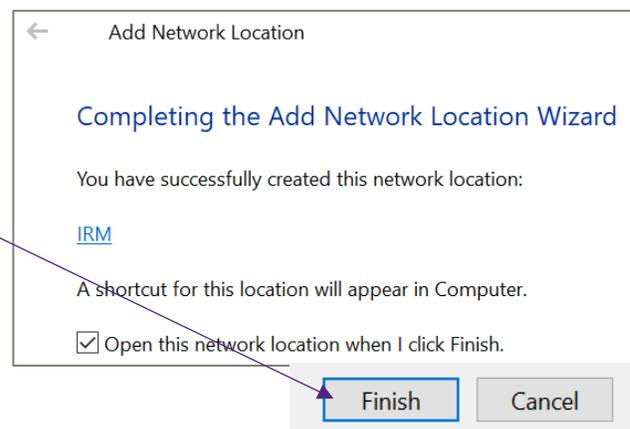


7. Once you have logged in, a new pop-up will open so you can name the drive. You should use the shared drive name. (An example is shown here.)

- a. Then select “Next”.



8. Once the drive has finished connecting to your machine, it will confirm you have the name you entered and you can select “Finish” to open the folder.



9. **Anytime you need to access Shared or Home Drives while you are off campus, you must be logged onto the VPN: “All_Users”.**

If you need assistance connecting to a network drive or anything IT related, contact the Helpdesk at 936-261-2525.