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". Properties Open Rename
- 3. In the pop-up window, review the Add Network Location Wizard instructions and select "Next".
- ← → * ↑ S This PC
 Add tions
 ← Add Network Location
 Welcome to the Add Network Location Wizard
 This wizard helps you sign up for a service that offers online storage space. You can use this space to store, organize, and share your documents and pictures using only a web browser and Internet connection.
 You can also use this wizard to create a shortcut to a website, an FTP site, or other network location.

🗸 📗 🗧 This PC

Computer

Location

View

media -

Access Map network Add a network

Network

location

Cancel

drive -

Next

Next

Cancel

- Choose a custom network location

 Specify the address of a website, network location, or FTP site.

 Next
 Cancel

 Cancel

 Cancel

 Cancel

 Specify the network address:

 \pvfiler01\Shared drive name

 Specify the location of your website

 Type the address of the website, FTP site, or network location that this shortcut will open.

 Internet or network address:

 \pvfiler01\Shared drive name

 View examples

6.	Once you select "Next", it will attempt to connect. T "Windows Security" pop-up will open. Enter your us recently reset password and select "OK".	Then the sername and	Windows Security Enter network credentials Enter your credentials to connect to: pvfiler01 User name Password Domain: PV Remember my credentials The system cannot contact a domain controller to authentication request. Please try again later. OK Car	o service the
7.	Once you have logged in, a new pop-up will open so you can name the drive. You should us the shared drive name. (An example is shown here.) a. Then select "Next".	← Add Network What do you Create a name fo \\pvfiler01\irm. Type a name for t	Location I want to name this location? In this shortcut that will help you easily identify th this network location:	is network location:
			Next	Cancel
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.	← Add M Comple You have IRM A shortcu ☑ Open	Vetwork Location Peting the Add Network Location successfully created this network location It for this location will appear in Compute this network location when I click Finish.	n Wizard " r. Cancel

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.