

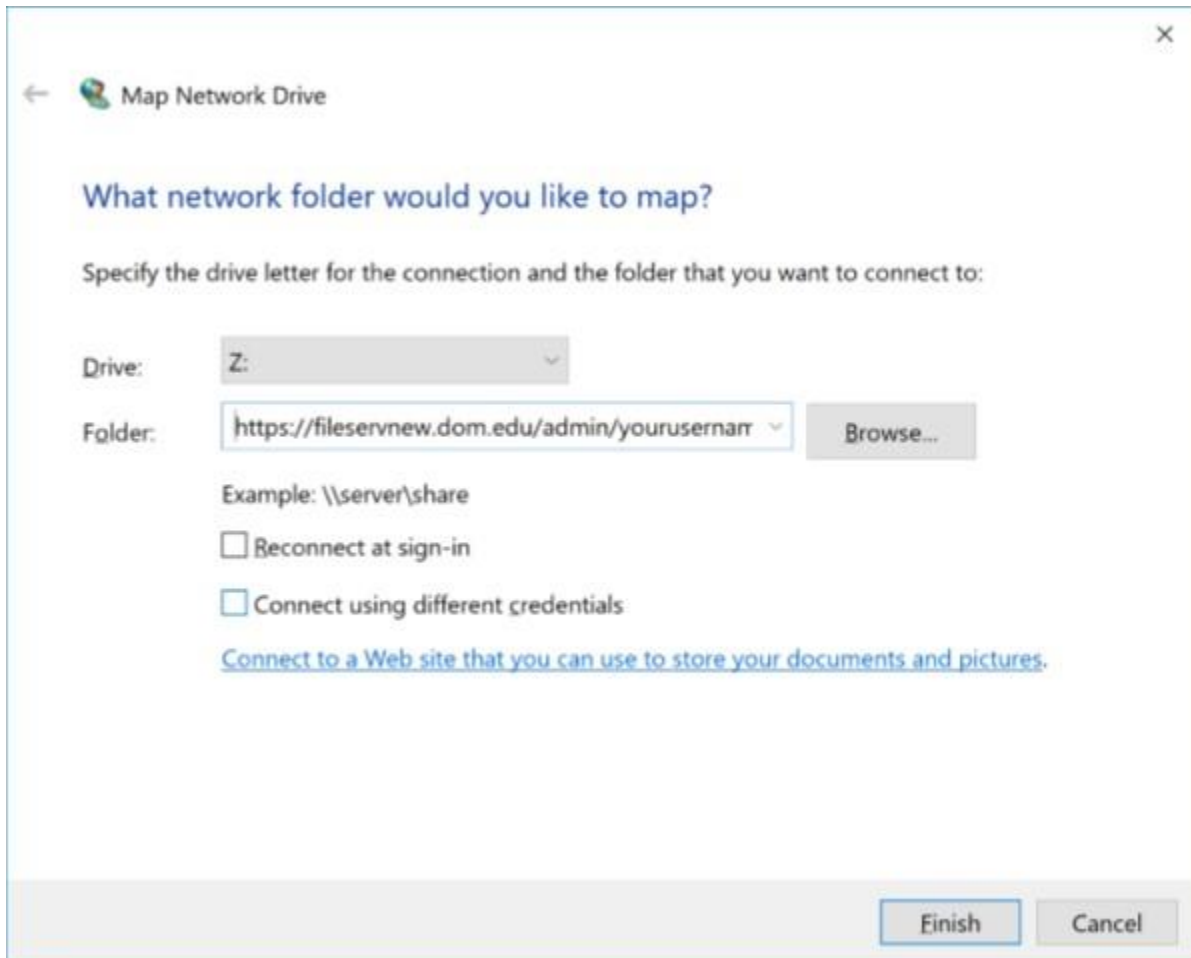
ACCESSING YOUR NETWORK (N:) DRIVE FROM OFF-CAMPUS USING WINDOWS 10

If you have internet access from off campus, it is possible to access a file that is in your DU network (N:) drive. Please note that these directions are for Windows 10 users.

1. Click on the Windows Logo in the lower left hand corner of the screen, type, "This PC" and press enter.
2. Once the "This PC" desktop app is open, look for and click the "Computer" tab at the top of the screen. Click on the **Map Network Drive** button.



You should then see the box below.



3. You can change the drive letter if you wish, but it is not necessary. In the Folder box, type the following address:

for Students use **https://fileservnew.dom.edu/students/yourusername**

for Faculty use **https://fileservnew.dom.edu/faculty/yourusername**

for Staff use **https://fileservnew.dom.edu/admin/yourusername**

4. Click **Finish** and after a moment you will be prompted to login. Use your Dominican email address as the username and your email account password for the password.

5. After entering your login information, click OK. Be patient! Depending on your Internet connection, you may have to wait a bit before your directory listing finally comes up.