

ACCESSING YOUR NETWORK (N:) DRIVE FROM OFF-CAMPUS USING WINDOWS VISTA / WINDOWS 7 / WINDOWS 8

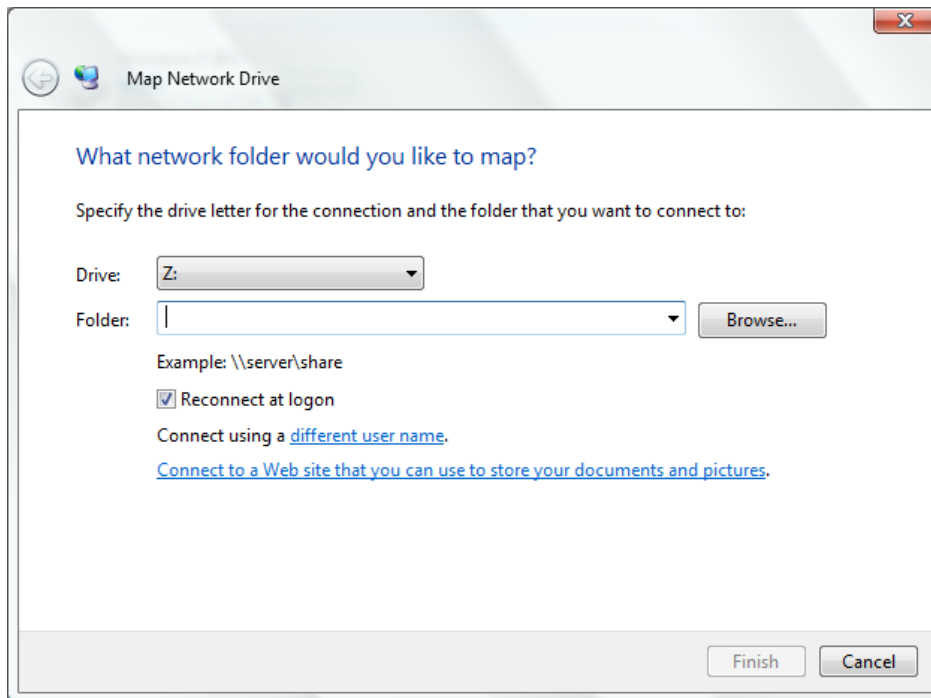
If you have internet access from off campus, it is possible to access a file that is in your DU network (N:) drive. Please note that these directions are for Windows Vista, 7, and 8 users. Directions for Macintosh are available on <http://duit.dom.edu>.

Also, this works best when you download the files you need to your local computer and then upload them once changes are complete.

1. Click on the Start Button (or the "jewel") in the lower left hand corner of the screen and click on Computer.
2. Once Computer is open, look for the menu bar at the top of the screen. Click on the **Map Network Drive** button. It can look slightly different in different versions of Windows.



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 **<http://fileservnew.dom.edu/students/yourusername>**

for Faculty use **<http://fileservnew.dom.edu/faculty/yourusername>**

for Staff use **<http://fileserv.dom.edu/admin/yourusername>**

Be sure to **uncheck** the **Reconnect at logon** box. If you do not, every time you start your computer you will be prompted for your Dominican login, even if you do not need your N drive.

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.

6. To get files from your network drive onto your home computer; single-click on the file that you wish to retrieve. Look for **Edit** in the menu bar at the top of the screen and choose **Copy**.

7. Now, go to the location on your computer that you wish to save the file to (e.g. **My Documents**) and once again, look for **Edit** in the menu bar at the top of the screen and choose **Paste**. Your file will now be on your local computer ready to use. You can reverse this process in order to transfer files from your home machine to your network drive at Dominican.