

## Mapping Drives

### Windows

1. Open the Start Menu
2. Click on File Explorer
3. On the left-hand side, click "This PC"
4. Click on the "computer" tab at the top
5. Click "Map Network Drive" (and again on the sub-menu that opens)
6. For the "Drive" letter, click the drop-down menu and select the letter for the appropriate drive
7. For "Folder" type the path for the drive
8. The path to the J drive is \\storagedept.mssu.edu\dept
9. The path to the I drive \\storageusers.mssu.edu\users\$\Doe-J \*  
\*Please note that the Doe-J on the I drive is just an example. You will need to type in your AD credentials instead. Your AD credentials normally are formatted as Last Name-First Initial of your first name (ex. Jon Doe's AD credentials would be Doe-J).
10. Enter Login credentials if necessary.
  - a. Username: Southern\Doe-J
11. Click "Finish"

### Mac

1. In Finder go to the Go menu or press Command + K
2. In the Connect to Server box type the path
3. J drive smb://storagedept.mssu.edu/dept
4. I drive smb://storageusers.mssu.edu/users\$/Doe-J \*  
\*Please note that the Doe-J on the I drive is just an example. You will need to type in your AD credentials instead. Your AD credentials normally are formatted as Last Name-First Initial of your first name (ex. Jon Doe's AD credentials would be Doe-J).
5. Select server name then click Connect
6. Enter Login credentials and click OK
  - a. Username: Southern/Doe-J
7. Ensure that drive appears on the desktop and is accessible