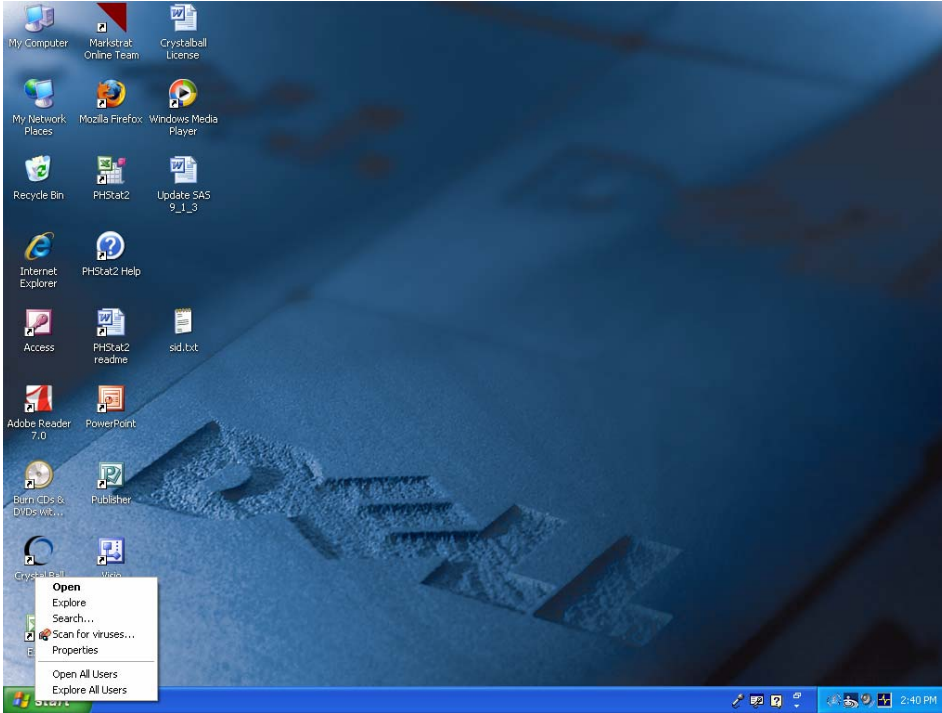
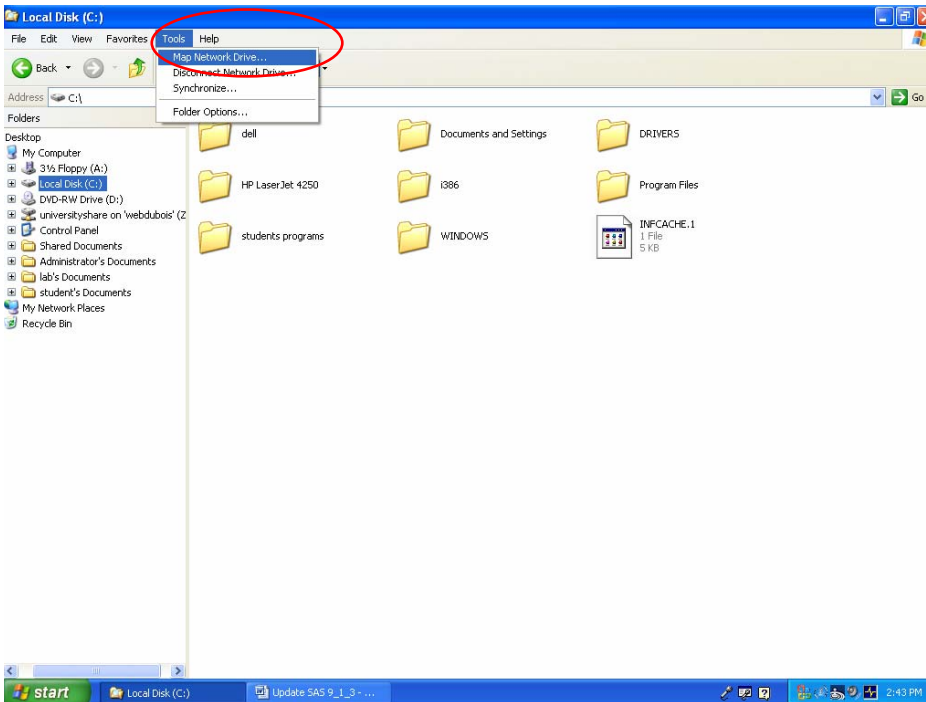


Mapping a Network Drive

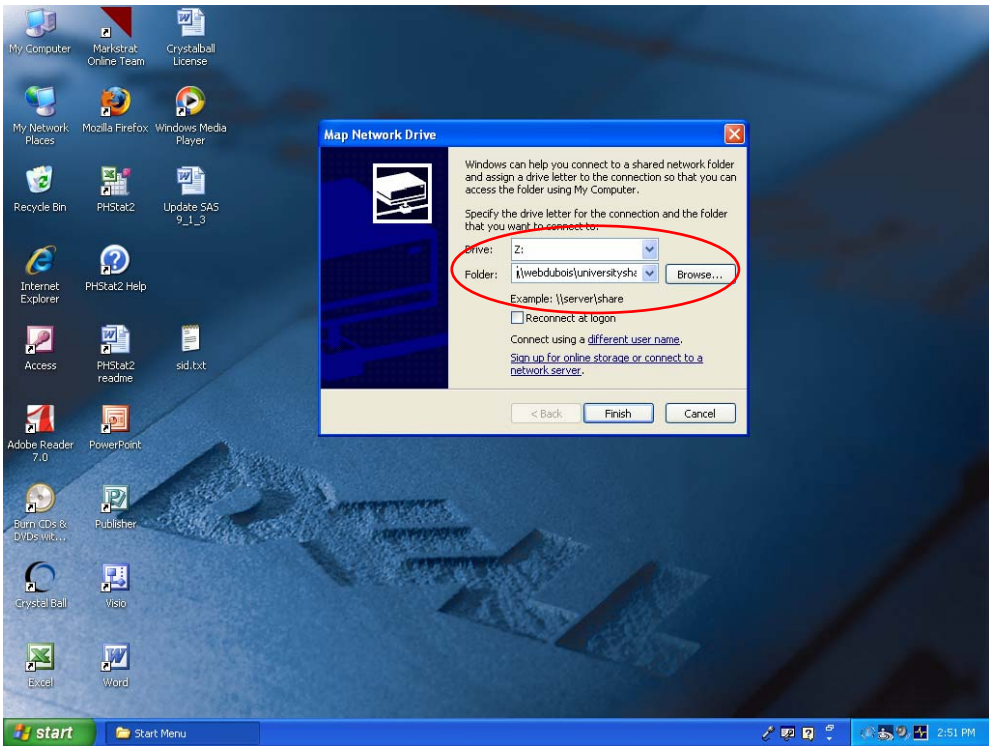
Create a mapped drive to \\webdubois\universityshare



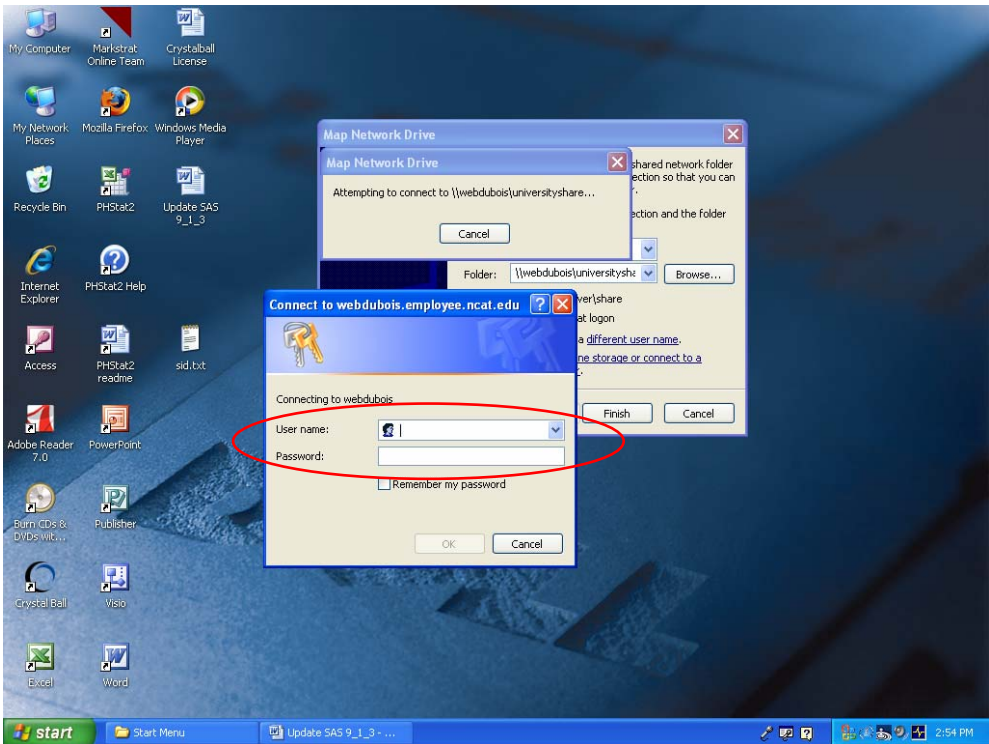
1. Right Click on Start and Select Explore All Users



2. The Start Menu screen will open. Go to the Menu bar and select Tools -> Map Network Drive



3. Type \\webdubois\universityshare in the box between the word Folder and the Browse button and click Finish



4. Enter your User Name and Password and click on OK. User name is the first part of your NCA&T email address. The password is the default password you were issued.