How to Map an IUP Network Drive in Windows 8

The steps below describe how to map a drive. You must be logged on to the IUP network, connected to the IUP wireless network, or connected through the IUP Virtual Private Network (if you're off-campus) to be able to map a drive.

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1. Access the **Search Menu** from the **Windows 8 Charms Bar**.

- Move the mouse cursor to the upper right corner of the screen until the Charms Bar appears.
- Select **Search**.

2. Type **Computer** in the Search Box.
3. In the Search Results, click **Computer**.

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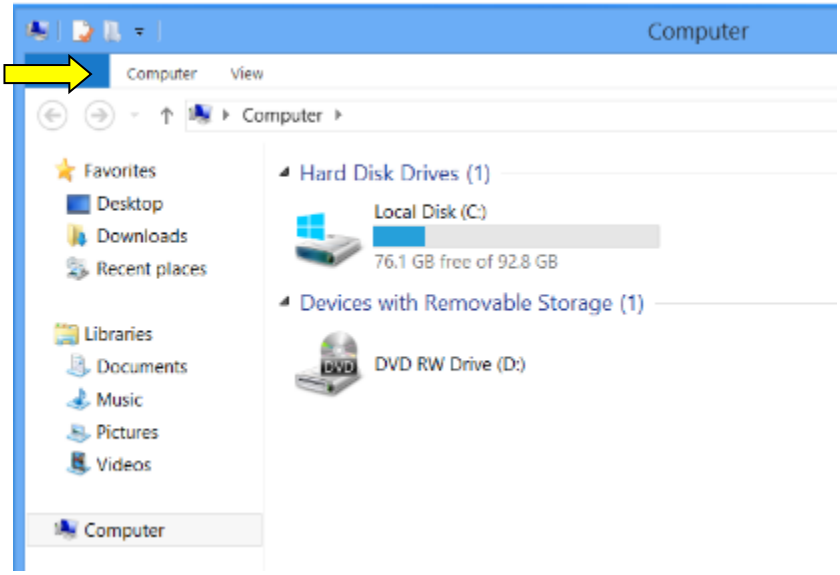
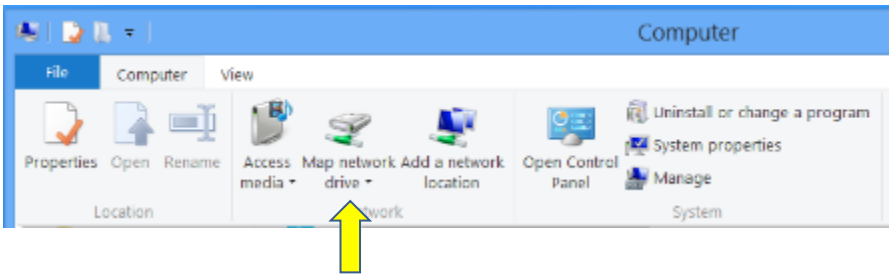
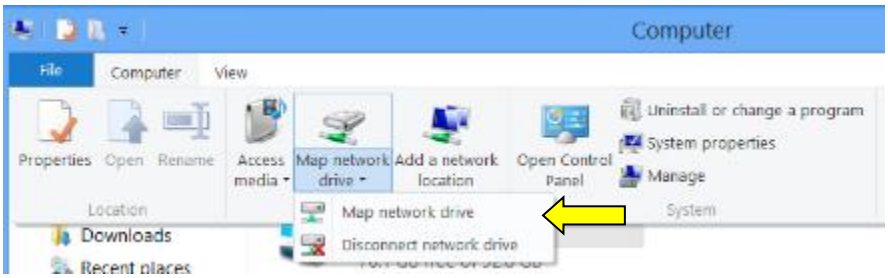
4. Click the **Computer** Tab.





5. Click the **Map network drive** button.

6. Click **Map network drive** from the dropdown menu.



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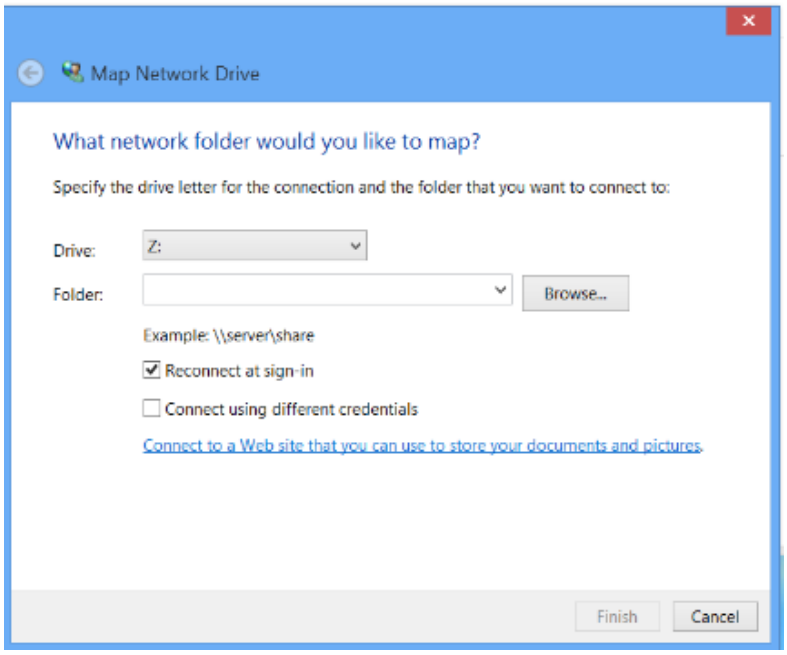
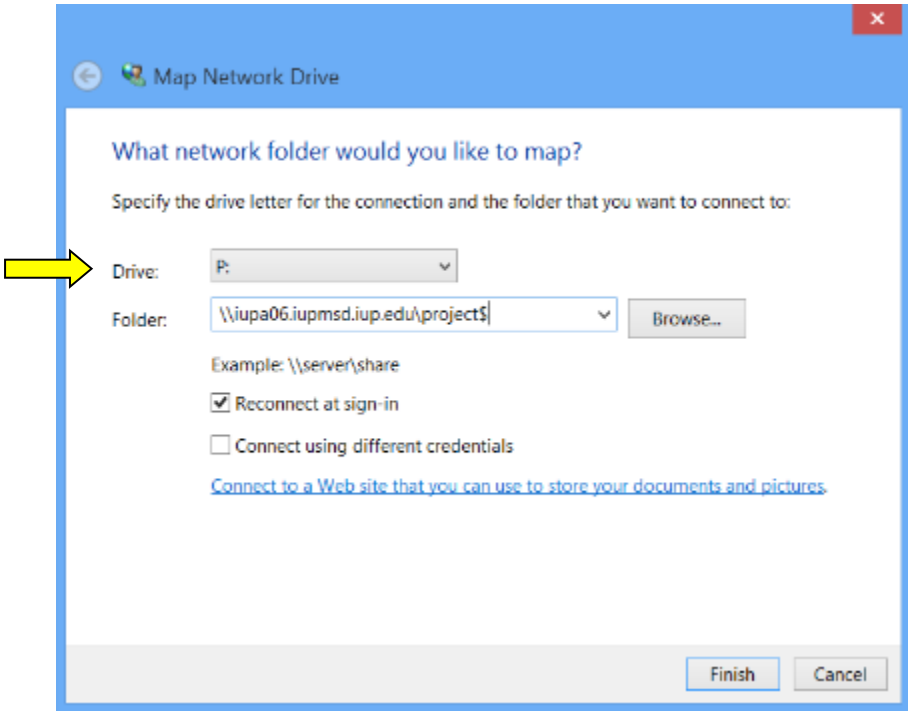
7. The **Map Network Drive dialog box** will appear.



8. Select an available drive letter from the Drive: drop-down menu.
For example: P for the Project drive or the "P-drive".



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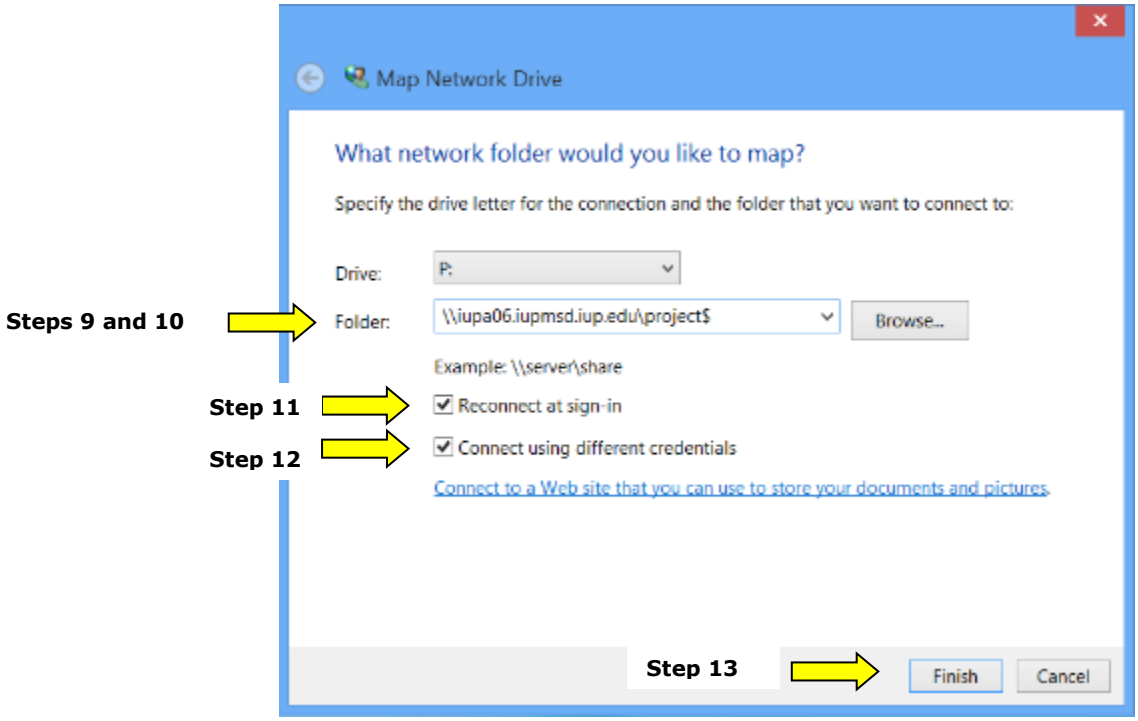
9. **Enter the path to the drive you wish to map** in the **Folder:** text box.

For example: Enter the drive path for Project or the "P" drive.



10. **See the table** below for additional drive mapping options:

Name/Letter	Path for		
	Students	Faculty	Administrative Staff
Home Directory (H)	\\iuph.iupmsd.iup.edu\username$	See College Technology Manager	\\its.iup.edu\user*username*
Instructor Drive (I)	\\acad1.acad.iup.edu\instruct$	\\acad1.acad.iup.edu\instruct$	
Common Drive (N)	\\acad2.acad.iup.edu\common	\\acad2.acad.iup.edu\common	
Project Directory (P)	\\iupa06.iupmsd.iup.edu\project$	\\iupa06.iupmsd.iup.edu\project$	
Office Directory (O)			\\its.iup.edu\office*officeshare*
X Drive (X)		\\its.iup.edu\share\global	\\its.iup.edu\share\global

11. Leave the **Reconnect at sign-in** box checked.
12. **Place a check in the Connect using different credentials** box.

13. Click **Finish**.

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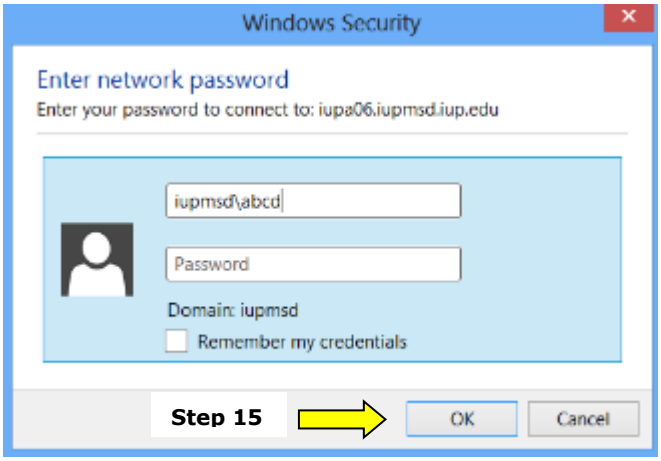
14. When prompted, **enter your IUP username** <u>and</u> **your network password** to connect.

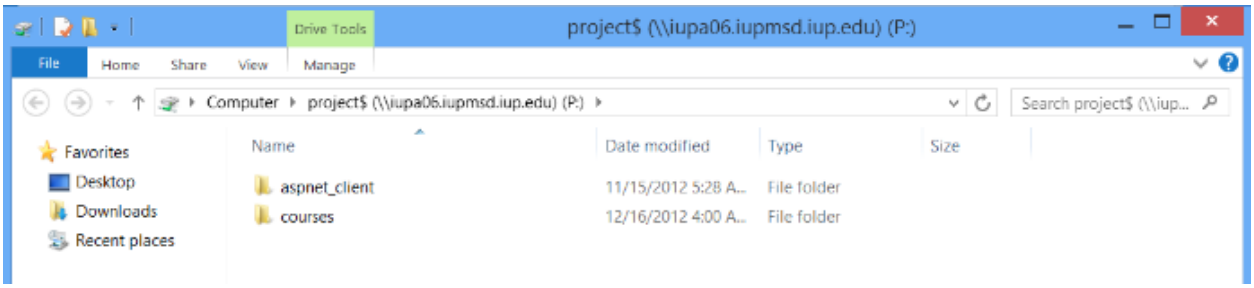
<u>Note 1</u>: Enter your IUP username as iupmsd\username, substituting your username and paying careful attention

<u>Note 2</u>: Remember if you are <u>not</u> connected to the IUP network (via a wired or wireless connection), you will need to connect to the IUP VPN first before you will be able to map a network drive on your PC.



15. Click **Ok**.

16. Upon successful authentication, the mapped drive will appear in a new window.



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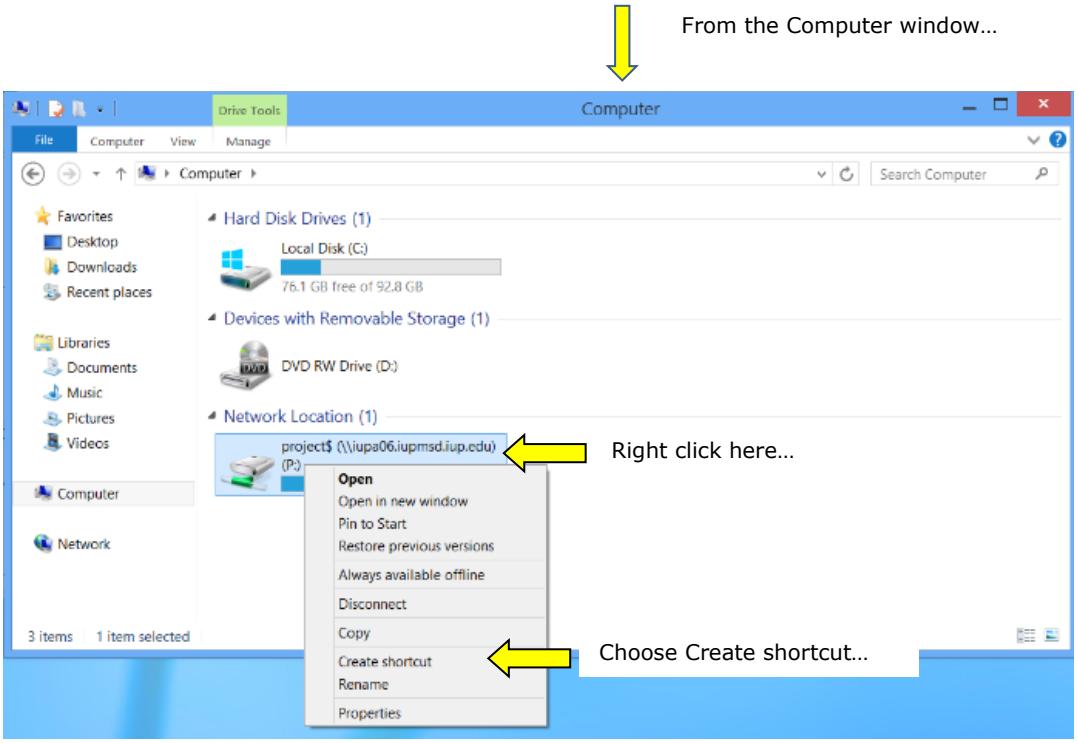
17. If you would like to create a shortcut to your mapped drive:

In the <u>Computer window</u>, right click on the network location and choose **Create Shortcut.**



You will then have a shortcut on your desktop to the newly created drive mapping.