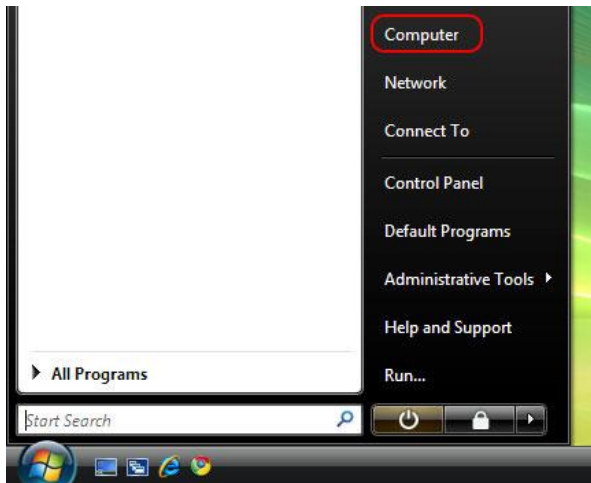


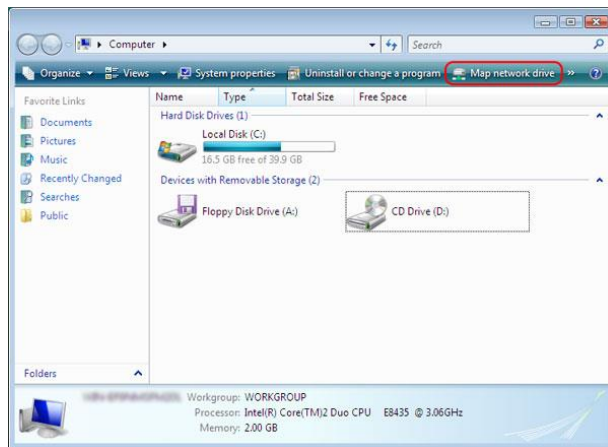
# Map Network Drive

## Microsoft Windows Vista/7

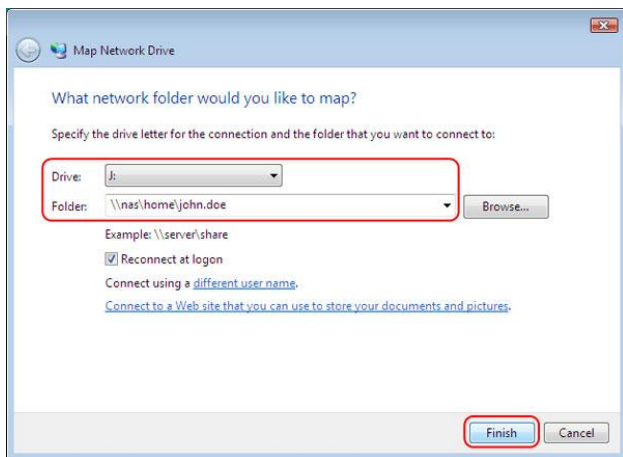
1. From **Start** menu, Click on **Computer**.



2. Click on **Map network drive**.



3. Select the Drive that you wish to use, such as J: and type your server name (always starts with \\; i.e. \\nas\home\john.doe) into the Folder field. Be sure **Reconnect at logon** is checked so you will be reconnected to this drive back whenever you restart your computer. Click on **Finish**.



- In the User name field, type **GALLAUDET\** then your username. In the Password field, type your password. The user name and password should be based on your Bison account. Click on **OK**.



- You can access your folders and files by opening Computer (*same as step #1*) and selecting the J: drive (*or the drive letter you picked*).

