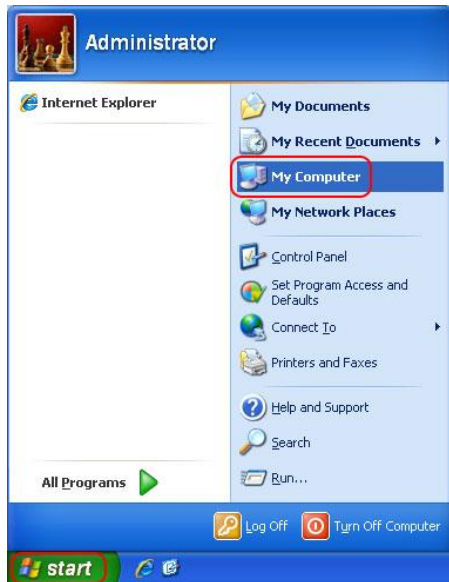


Map Network Drive Microsoft Windows XP

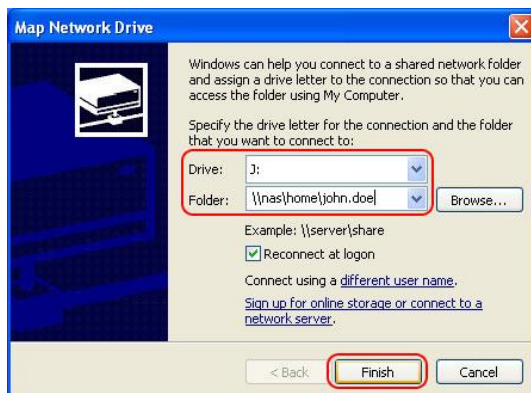
1. From **Start** menu, Click on **My Computer**.



2. Click on **Tools** then 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.gallaudet.edu\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**.



4. 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**.



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

