

Mapping an IUN drive when not on ADS

1. If you are off campus you **must** establish a VPN connection before you can access a mapped IUN drive!
2. Click the **My Computer** icon, and in your **My Computer** window select the **Tools** Menu at the top
3. In the **Tools** Menu Choose **Map Network Drive...**
4. In the "Drive:" field, select which letter you would like to assign to the drive. That letter will become the mapped drive. (it is recommended that you use S: for departments and H: for home, but it is possible to choose other letters)
5. If you would like to connect to that drive every time you start your computer, select: **Reconnect at Logon.**
6. In the "Folder:" field , type the pathname* of the networked drive, for example:

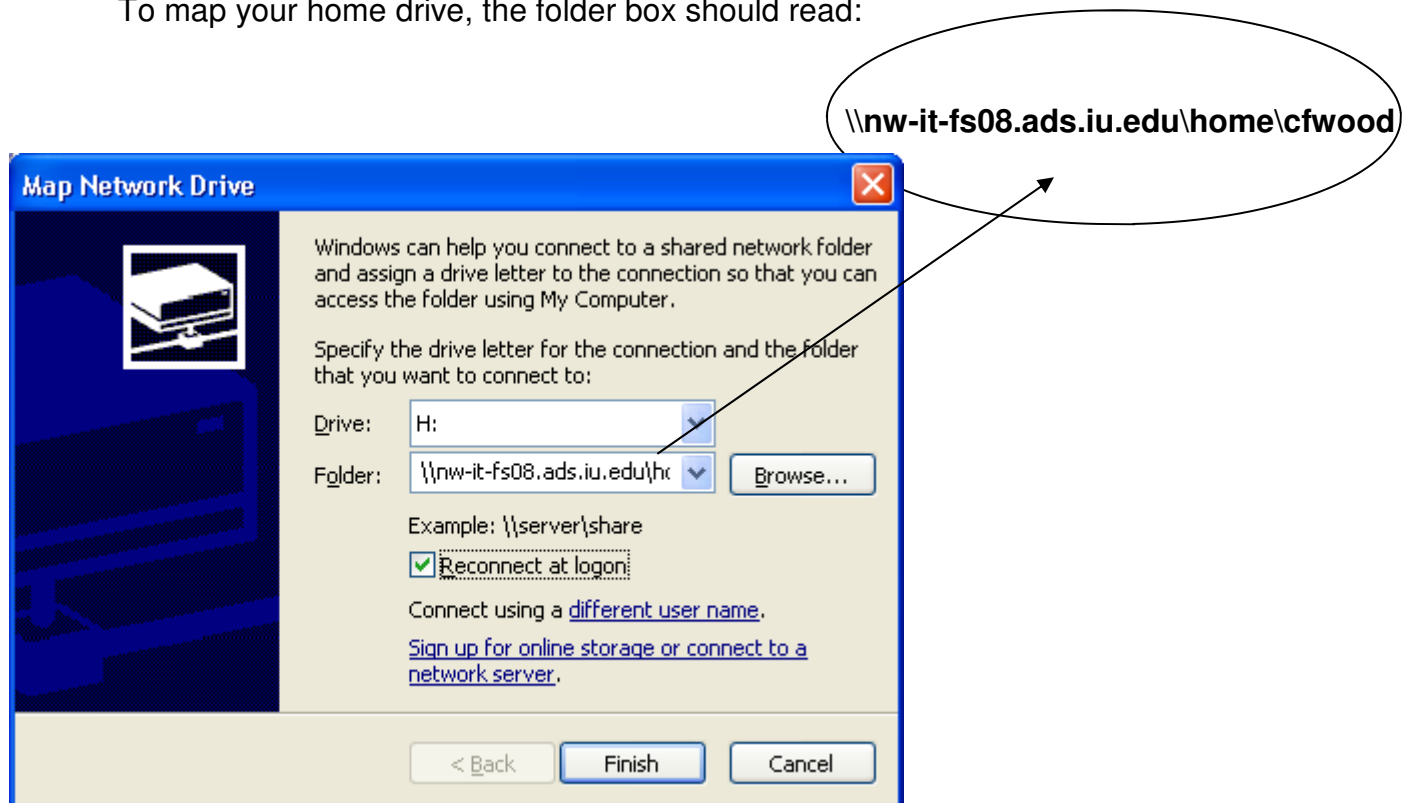
<\\nw-it-fs08.ads.iu.edu\departments>

for a departmental folder

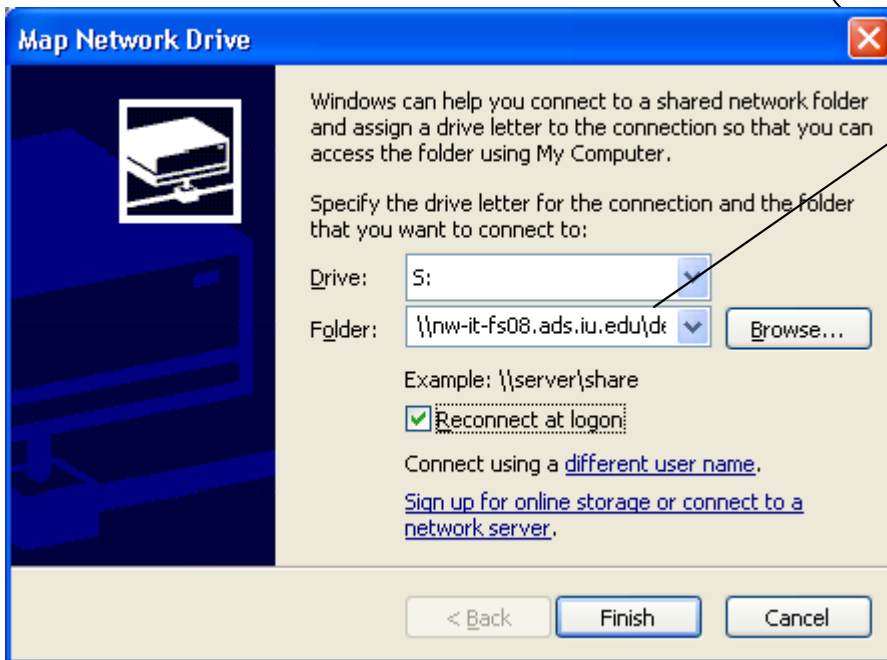
<\\nw-it-fs08.ads.iu.edu\home\<your userid>>

for your home folder (fill in your userid)

To map your home drive, the folder box should read:



To map the departmental share, the folder box should read:



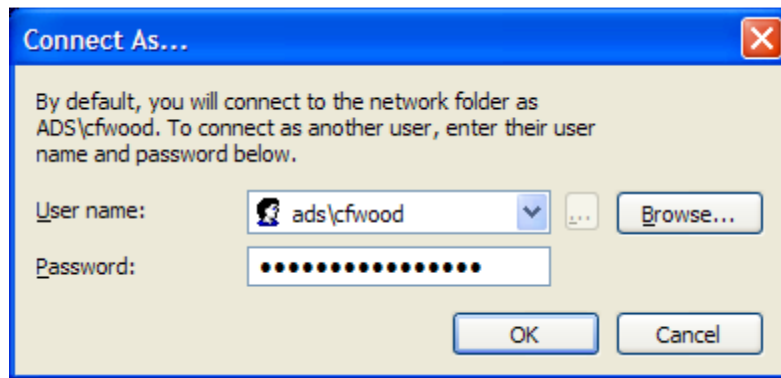
7. Beneath the Folder field box, click on the underlined text in the sentence:

Connect using a different user name.

8. The Connect as... window opens. Where it says username type in:

ads\your_user_name (ex: ads\cfwood)

9. Where it says password, type in your ADS password or passphrase, which is what you use to log into your e-mail



10. Click **OK** and then click **Finish**.

Note: *If you are at home you **must** establish a VPN connection before you can attach to the NW file servers. See instructions “Installing a VPN Client and Establishing a VPN Connection at IU Northwest”*