Mapping Network Locations
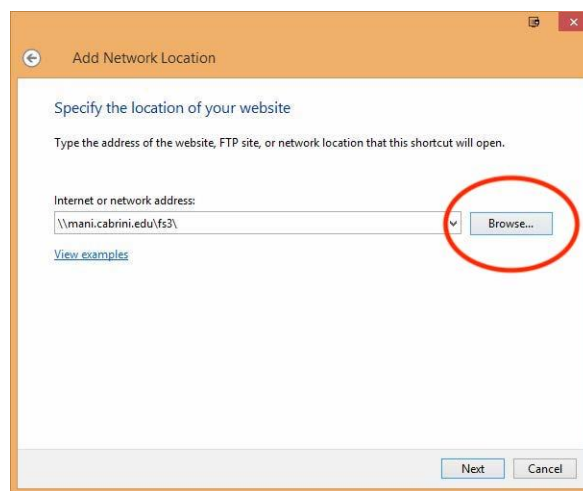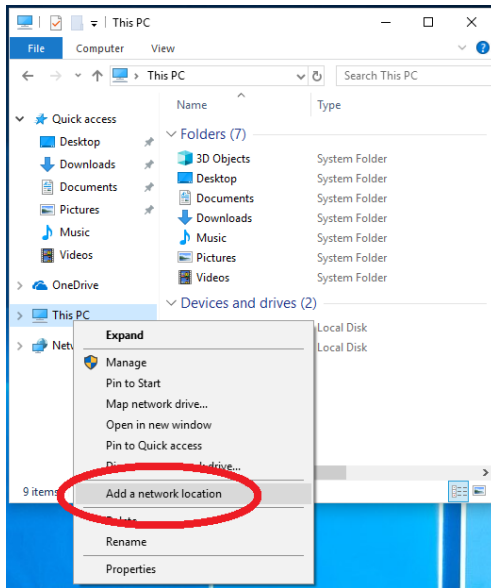## Windows

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Note: Mapping to Cabrini University's network folders from **off-campus** requires a VPN session.

1. Open File Explorer.
2. Right-click "**This PC**" or "**Computer**" depending on your version of Windows, and choose "Add a network location."
3. Move forward two screens, and type in the location of Cabrini's network folders (do not click "next" yet):
   a. If you are **on-campus**, use the address: **\\cabrini.edu\fs3**
4. Next to the address box, click "**Browse…**"

5. Drop-down the "fs3" folder, and navigate to the folder you need to access, then click "OK."
   a. Your **department** folder (formerly known as **G:**) will be inside the "Departments" folder.
   b. The **Interdepartmental** folder (formerly known **S:**) is the main "Interdepartmental" folder under "fs3."
   c. Your **Home Directory** (formerly known as **H:**) will be in one of the four "FacultyStaff" or "Students" folders.
6. Back on the address window, click "Next." Choose what to name the folder, then click "Finish."
7. The network folder will appear under "Network Locations." You can then right-click the folder and pin it to "Quick Access" or "Favorites" depending on your version of Windows.