## 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.

Network	
cabrini.edu	
<ul> <li>Departments</li> <li>PacultyStaff01</li> <li>FacultyStaff02</li> <li>FacultyStaff03</li> <li>FacultyStaff04</li> <li>FacultyStaff04</li> <li>Interdepartmental</li> <li>IPhoto</li> <li>IST</li> <li>Marketing</li> <li>Shares</li> <li>Students</li> <li>TitaniumDRC</li> <li>TitaniumSch</li> </ul>	

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