

Mapping Network Drives

While on campus you can easily map to your network drives. At Cabrini we specify these network drives by letter: the H drive, your personal drive; the G drive, the network drive you share with other members of your department, and some individuals have a S drive which is a drive set up specifically for a group of individuals across two or more departments.

You can access these drives by browsing the Cabrini network, but it is much easier to map the network drives to your computer and set the drives to automatically map when you log onto the computer. To do this follow the steps below:

1. Click the **Start** button and then click **Network** (alternatively you can right-click the Computer icon on the desktop and choose Map Network Drive from the menu).
2. Click the **Tools** menu, and then click **Map Network Drive**.
3. Click the **Drive** list arrow and then select the drive letter (i.e. H to map your personal network folder).
4. Type one of the specified addresses depending on which network folder you would like to map:

- ◆ H Drive: `\\cabrini.edu\fs1\FacultyStaff\your username`
- ◆ G Drive: `\\cabrini.edu\fs1\Departments\your department`
- ◆ S Drive: `\\cabrini.edu\fs1\Interdepartmental`

5. Check the **Reconnect at Login** box, then click **Finish**.

