

How to Access to Network Drives in Window

(Department Network Drive and Personal H Drive)

If you are off campus, your computer needs to be connected to the Illinois State University network through the VPN. *Internet connection is required to connect to the VPN.

- 1. Find Map Network Drive window.
 - 1.1. Click the magnify glass icon at the bottom left of your computer or laptop screen.
 - 1.2. Type in *this pc* in the window search bar.
 - 1.3. Right click on This PC.
 - 1.4. Select Map Network Drive.

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2. Enter the appropriate network path that you want to have access to.

Example 1: You want to access to the Facilities Management network drive that you currently have access to.

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Cancel

VPFP (\\ad.ilstu.edu) (Q:)

6.05 TB free of 31.9 TB

r your credentials to connect to: ad.ilstu.edu

- 2.1. Select Q:.
- 2.2. Type \\ad.ilstu.edu\VPFP\Folders.
- 2.3. Click Finish.
- 2.4. Type your Illinois State ULID after adilstu \ and password. Then, click OK.
- 2.5. You should now be able to access to the network drive.

	×	Windows Security		
🔍 Map N	Network Drive	Enter network credentials		
What n	etwork folder would you like to map?	Enter your credentials to connect to		
Specify th	e drive letter for the connection and the folder that you want to connect to:			
Drive: Folder:	Q: Vlad.iistu.edu\VPFP\Folders	Remember my credentials		
	Example: \\server\share	More choices		
	✓ Reconnect at sign-in □ Connect using different credentials	ОК		
	Connect to a Web site that you can use to store your documents and pictures.			
		✓ Network locations (1) –		
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Example 2: You want to access to your **personal H drive** that you usually access from University computer or laptop. 2.1a Select *H*:.

2.1b Type <u>\\ad.ilstu.edu\VPFP\Users\isuulid</u>.

2.1c Click Finish.

2.1d Type your *Illinois State ULID* after *adilstu*\ and password. Then, click *OK*.

2.1e You should now be able to access to your personal H drive.

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