

Mapping a File Share

Connecting a Windows computer to a networked folder of shared files

Introduction

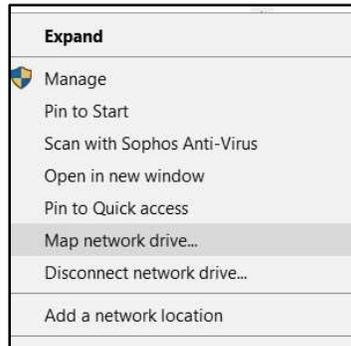
You need to know your Clark Account username and password, full path to the file share and be connected to the internet. If you are trying to connect from off campus, you will need to be connected to the Clark VPN prior to following these instructions. If you need help setting up VPN first, instructions can be found [here](#).

Setup Steps

1. Click the File Explorer icon in the taskbar – located at the bottom left of the screen.



2. Locate and right-click the computer icon (labelled 'This PC') from the navigation plane located on the left column. Select 'Map Network Drive'.



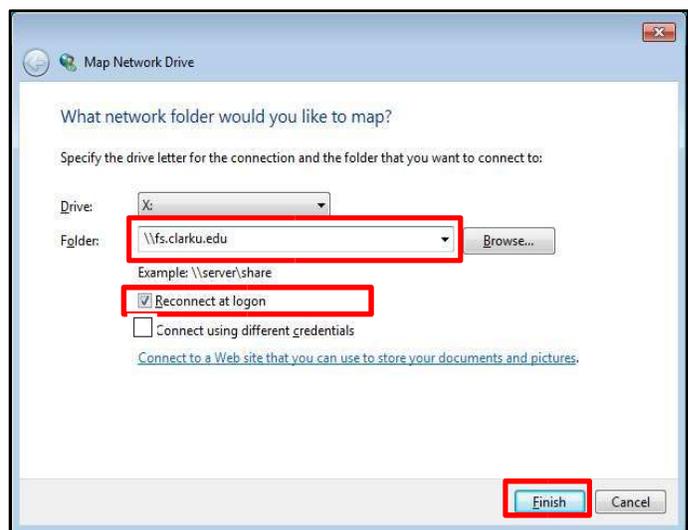
3. You can keep the default Drive letter (or change it if you desire). Enter the full name of the File Share given to you by the Help Desk or the Owner in the 'Folder' field. The syntax should look like:

\\fs.clarku.edu\clarku\username for staff\faculty personal directory

\\fs.clarku.edu\dept followed by your department code\folder name for departmental shares

\\fs.clarku.edu\research followed by the faculty username\folder name for research shares

\\fs.clarku.edu\class followed by class folder information for class shares.

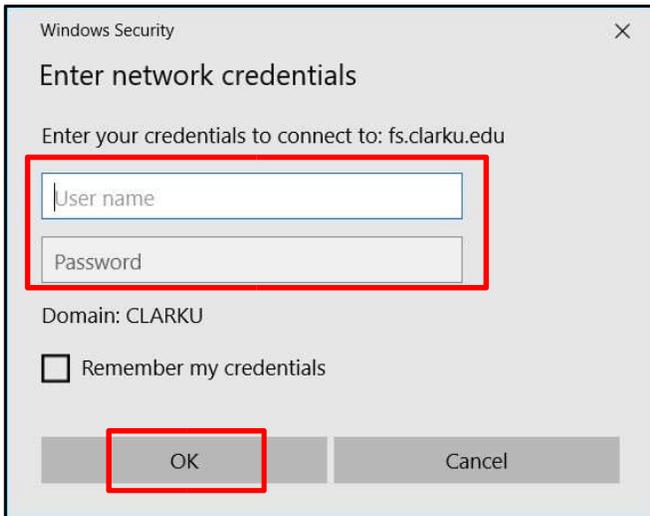


Mapping a File Share – Windows 10

4. Select 'Reconnect at logon' if you always want the resource always available.
5. If you are not logged onto a University-Owned device, check 'Connect using Different Credentials'. Click 'Finish'.

Note: if you are off-campus you need to be connected to the Clark VPN in order to map to a network share.

6. Enter your Clark credentials (using the full email address username@clarku.edu) and Clark password. You may choose to "Remember my credentials" if this is a private device. Click OK



Windows Security

Enter network credentials

Enter your credentials to connect to: fs.clarku.edu

User name

Password

Domain: CLARKU

Remember my credentials

OK Cancel