

What is a network drive?

A network drive is a shared folder stored on a server. For example, here at UPS, every student has access to **Alexandria**, the academic file server. **Alexandria** stores up to 200 megabytes of student data when logged in to school computers.

What is mapping to a network drive?

Mapping to a network drive allows someone to access the drive and their information on it from a remote location.

Why would I want to do this?

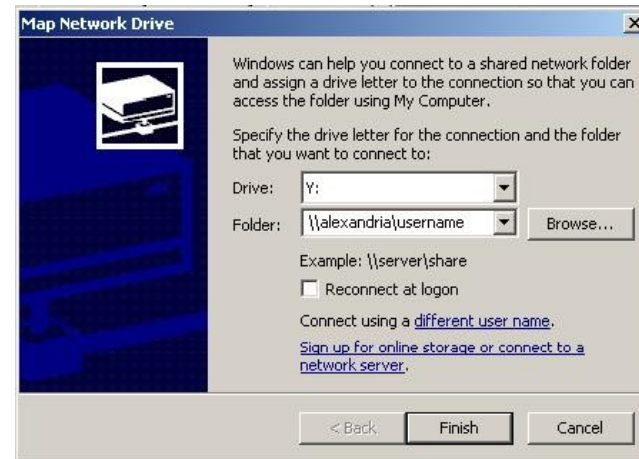
By mapping a network drive from your personal computer, you have access to all files you have saved to **Alexandria** when you had previously worked from a school computer. Once you map the drive, it appears and functions just as your standard local drive (e.g. C:).

*****REQUIREMENTS*****

1. TO ENSURE THAT YOU ARE ABLE TO ACCESS YOUR SAVED FILES, MAKE SURE YOU SAVE ALL FILES ONTO ALEXANDRIA (H:) WHEN WORKING FROM A SCHOOL COMPUTER.
2. YOU CAN ONLY ACCESS THESE FILES FROM ON CAMPUS OR VIA THE VIRTUAL PRIVATE NETWORK.

Step 1: Right click on “My Computer” and select “Map Network Drive”

Step 2: Under “Folder”, type: \\alexandria\your username



Step 3: Click “Connect using a different user name.” Use “username@ups.edu” as the “User name” and your PUGET SOUND password as the “Password.” Click “OK.”



Step 4: Click “Finish.” To access your share, open “My Computer” and open the drive letter (usually Y:) that you mapped.