Mapping Network Drives on Windows 7

Note: If you are off campus, connect to the Cisco Secure Mobility Client VPN before starting this guide. If you’re on a laptop in Fuqua, be sure you are connected to the Fuqua wireless network.

1) Click on Start and then click Computer.

2) In the Computer window, click on the Map Network Drive button at the top.

3) In the Map Network Drive window, select the drive letter that best corresponds to the drive you are mapping. In this case, we are mapping a users Home drive so we will use drive letter H: (however, you may use any letter if H: is already being used)
4) In the Folder field, input the destination of the drive you are mapping. For our Home drive we will input `\galaxy.fuqua.duke.edu~netid` where `netid` is your Duke NetID and click Finish.

5) A new window will open displaying the contents of your new H: drive. Close this window and in the Computer window you will now see your new mapped drive listed.