

## Mapping Network Drives

Using Windows 7

### Mapping Faculty/Staff Shares – On Campus

1. Right Click on **Computer**
2. Click on **Map Network Drive...** and Scroll Down the Drive box and choose a letter that's not already in use.
3. In Folder box type: `\\radium\facstaff\ <your_network_login_name>`
4. Make sure **Reconnect at logon** check box is checked
5. Click Finish

### Mapping Student Shares – On Campus

1. Right Click on **Computer**
2. Click on **Map Network Drive...** and Scroll Down the Drive box and choose a letter that's not already in use.
3. In Folder box type: `\\radium\students\ <your_9_digit_banner_ID >`
4. Make sure **Reconnect at logon** check box is checked
5. Click Finish

### Mapping Departmental Shares – On Campus

1. Right Click on **Computer**
2. Click on **Map Network Drive...** and Scroll Down the Drive box and choose a letter that's not already in use.
3. In Folder box type: `\\radium\depts\<network share name>`
4. Make sure **Reconnect at logon** check box is checked

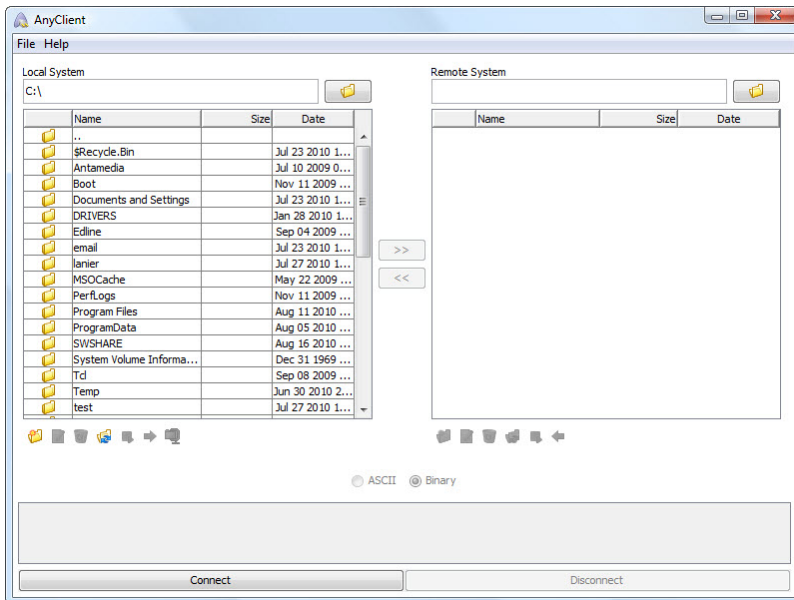
5. Click Finish

## Mapping Network Shares - Off Campus

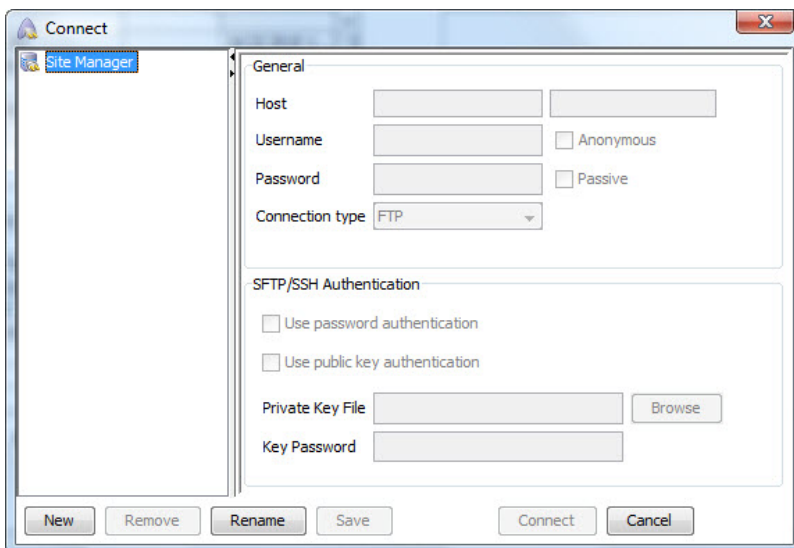
First you need to download and install **AnyClient** from the following link:

<http://www.anyclient.com/pub/install.exe>

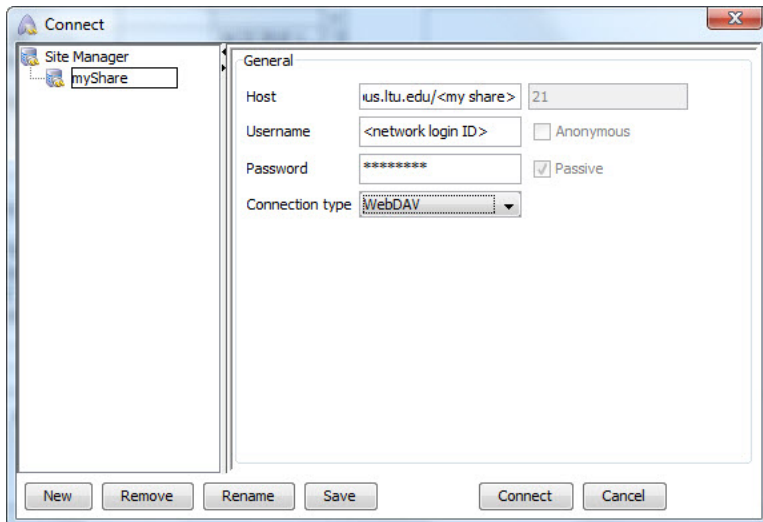
1. Launch **AnyClient** (Start → All Programs → AnyClient)



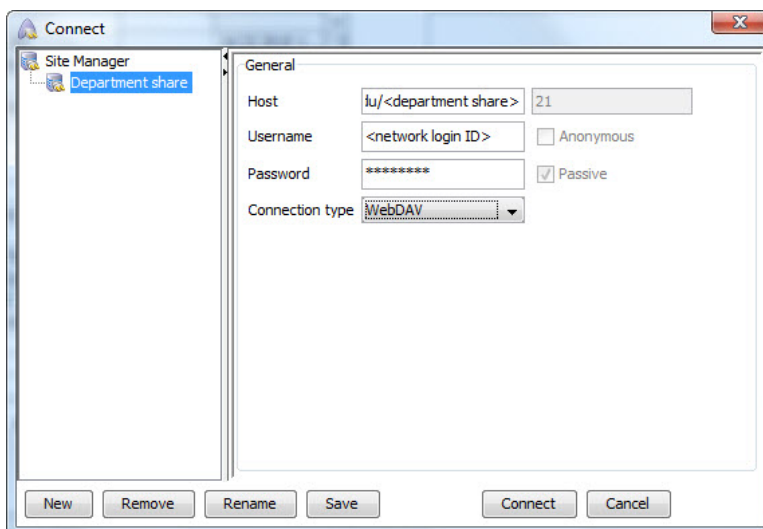
2. Select **File** then select **Site Manager**



3. Click **New** to add a new site then give your site a name (e.g. personal share or department share)
4. To connect to a personal share enter **https://facstaff.campus.ltu.edu/<your network login ID>** for Host. EX: **https://facstaff.campus.ltu.edu/ssterantha**



Or enter **https://groups.campus.ltu.edu/<department share name>** to connect to your department share.



5. Enter your **network login ID** and **password** then select **WebDAV** from the Connection Type drop-down.
6. Click **Save** then **Connect**

Your share will appear on the right side pane. To access a particular file you need to copy it to your local system on the left side pane.