

College of Education & Human Development

Microsoft Windows 10

Creating a mapped drive to ed-winsfs

NOTE: If you are off campus trying to reach your files on the server *you need to login through the GSU VPN first* before trying to get to files on the server. Once you are logged in then proceed below. If you do not have the VPN installed on your laptop/computer, you can download it from here:

<http://technology.gsu.edu/technology-services/it-services/security/virtual-private-network/>

From your laptop or home desktop off campus once you have logged in through the GSU VPN do **one** of the following three options if you are not familiar with how to get to Windows File Explorer.

Depending on how your Windows 10 Start bar is setup you can choose one of the following to open the File Explorer window.



Windows 10 Start bar

Option 1: Simply click on the start bar. The file explorer

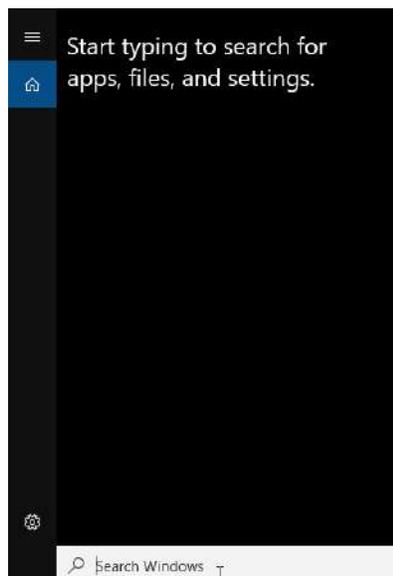


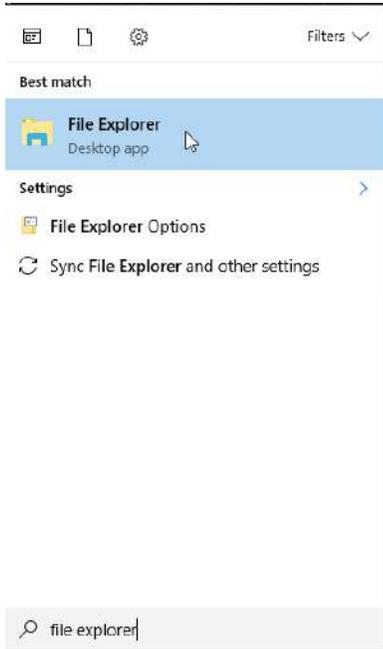
the file explorer icon if it is available to you on the window will pop open.

Option 2: Click on



the search icon. The search box will pop up.

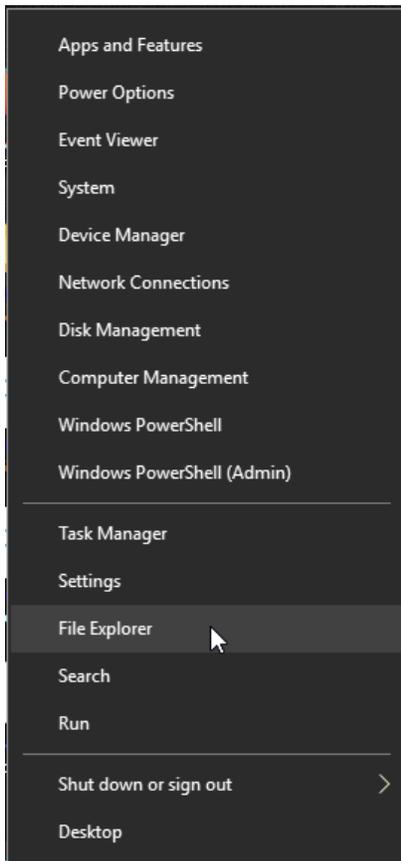




Begin typing in the search box: File Explorer

You will see under the “Best match” heading at the top of the box the File Explorer desktop app listed. Select it and the File Explorer window will open.

Option 3: Right click on the start  window icon. A menu will appear.

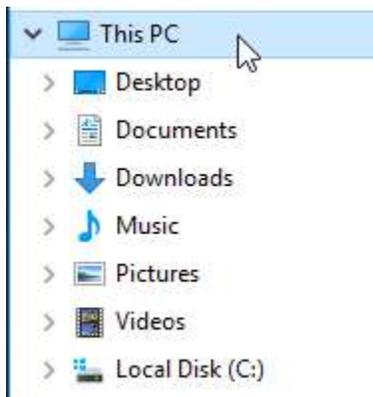


Choose File Explorer and a window will open.

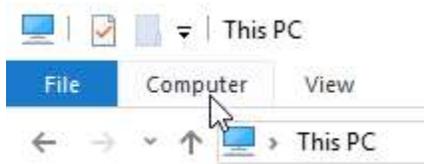
MAPPING A DRIVE

Now that you have the file explorer window open we can begin mapping a drive to the server.

In the File Explorer window click on “This PC” in the left-hand window pane. This will change the menu bar selections at the top of the File Explorer Window to include a tab called “Computer”.



Now notice that the tab called “Computer” on the top menu of the File Explorer screen. Click on “Computer”.



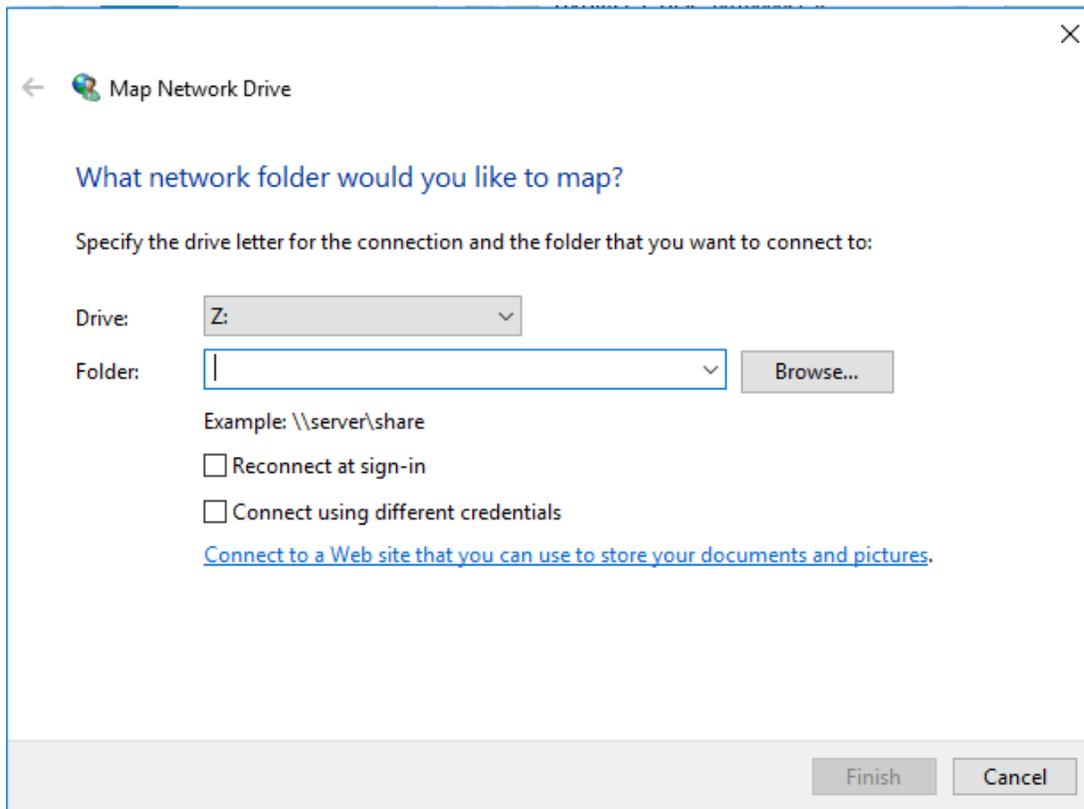
A command menu will now appear. Click on the “Map network drive”.



Then when the little drop down menu appears click on “Map network drive”.



The “Map Network Drive” window should now open.



Click on the “Drive:” drop down to choose a drive letter you want to use for your mapping (whatever drive letter that is currently available for use on your laptop/computer.)

The following are location paths to the DEPT, COE and SPECIAL volumes on the College of Education & Human Development File Server Ed-winf. You may hear them referred to as the I, J and K drives. Please be aware only a very few people will have access to all the drives. Your campus id will only be able to see the folders under a drive it was granted rights to access. You do not have to match the drive letter to the shared drive name as listed below. The letter is only a place holder (pointer) to a share. So, any unused letter can be used to point to a share.

I = DEPT (department shares)

J = COE (college shares)

K = Special (Promotion& Tenure, HR Waivers, CEHD Financial Folder)

Choose one of the following to type in the Folder location box:

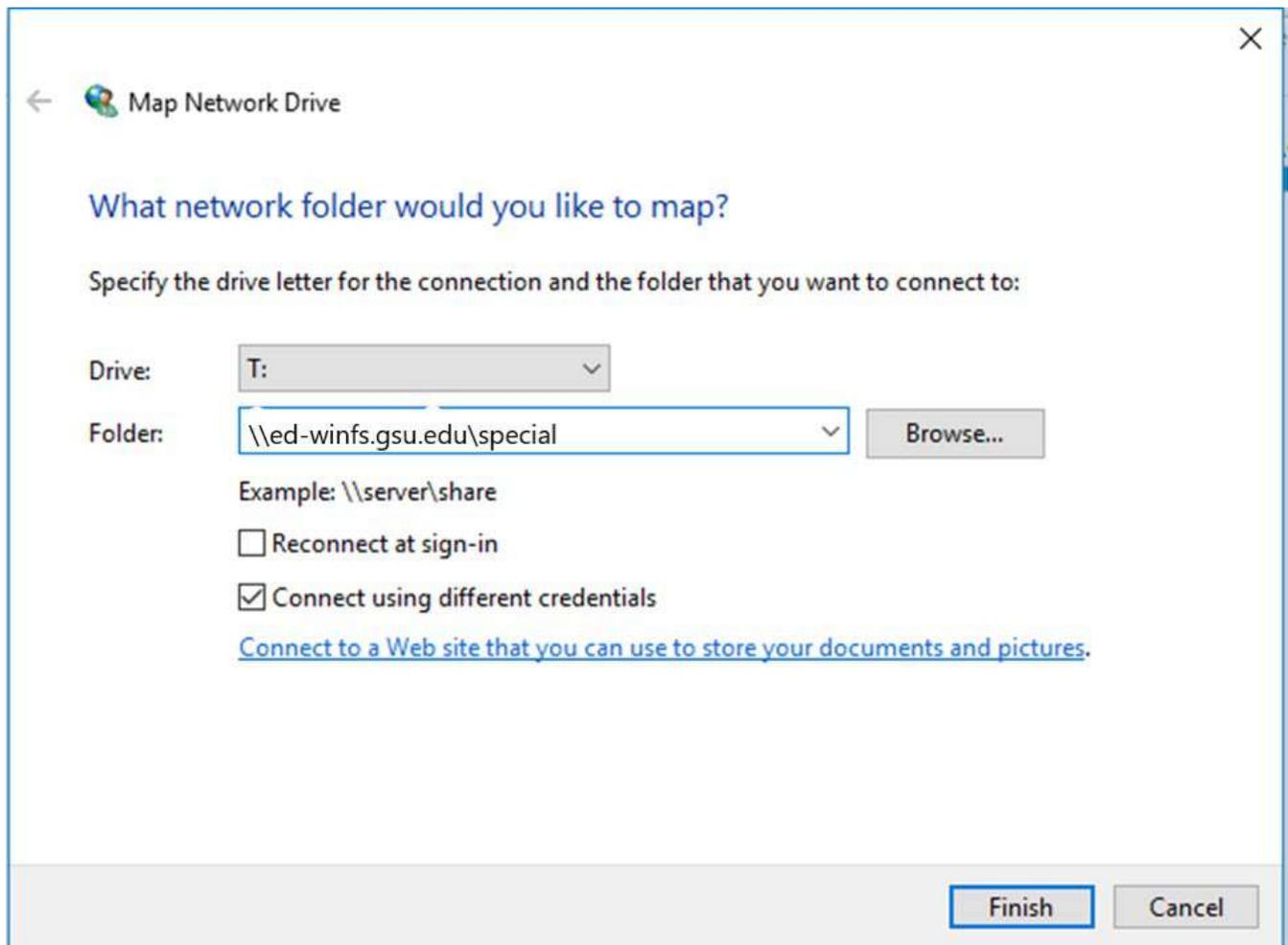
[\\ed-wins.gsu.edu\dept](https://ed-wins.gsu.edu/dept) (type exactly as shown)

[\\ed-wins.gsu.edu\coe](https://ed-wins.gsu.edu/coe) (type exactly as shown)

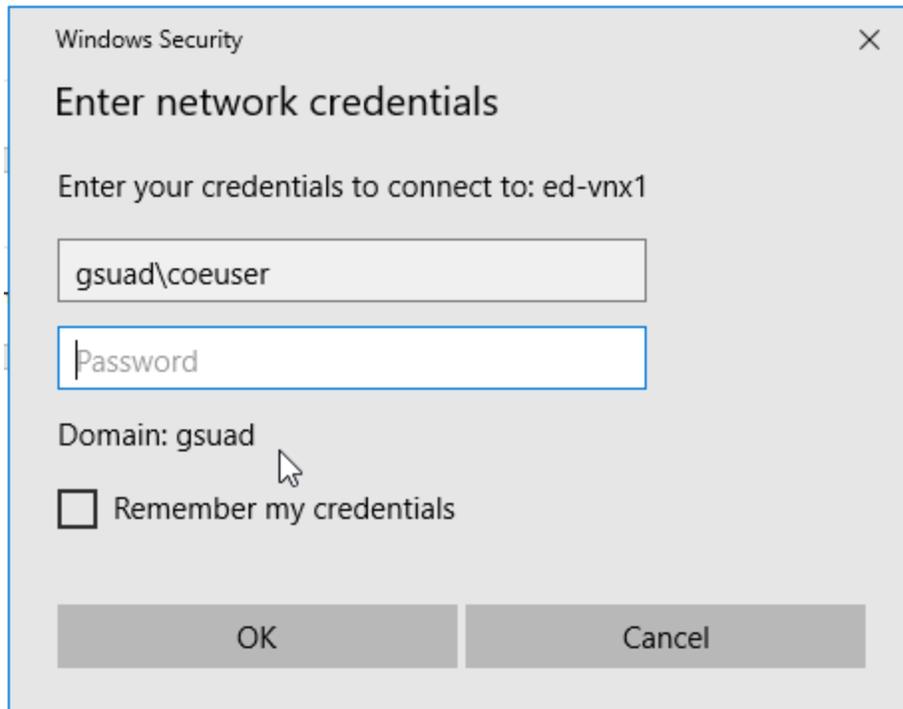
[\\ed-wins.gsu.edu\special](https://ed-wins.gsu.edu/special) (type exactly as shown)

Next make sure to check the box next to **“Connect using different credentials”**.

Now click on the **Finish** button at the bottom of the Map Network Drive dialog.



A Windows Security dialog box will appear. In the “Enter your credentials” box you need to put the following: **gsuad\YourGSUcampusID** For example: **gsuad\coeuser**



Then type in your CampusID password in the “Password” box and click **OK**.

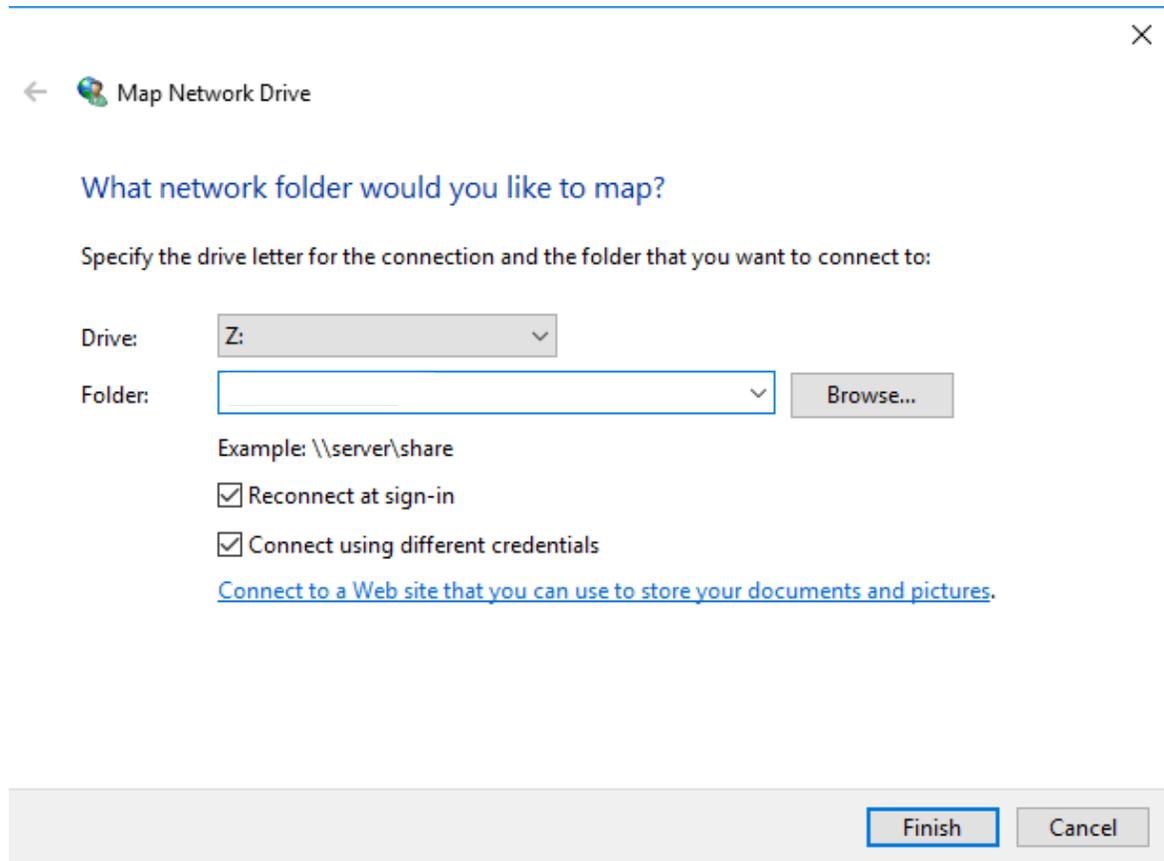
The computer will now map the drive letter you have chosen to the share path you have chosen on the College’s file server: **ed-winfs**

You can now begin working. If you need access to more than one share go back to file explorer and map another drive. Once you are finished working on your files you can go back to the little “Map Network Drive” drop down menu under the “Computer” tab on the File Explorer menu and click on “Disconnect network drive”. Then be sure to disconnect from the GSU VPN by clicking on its icon in the lower right task bar.

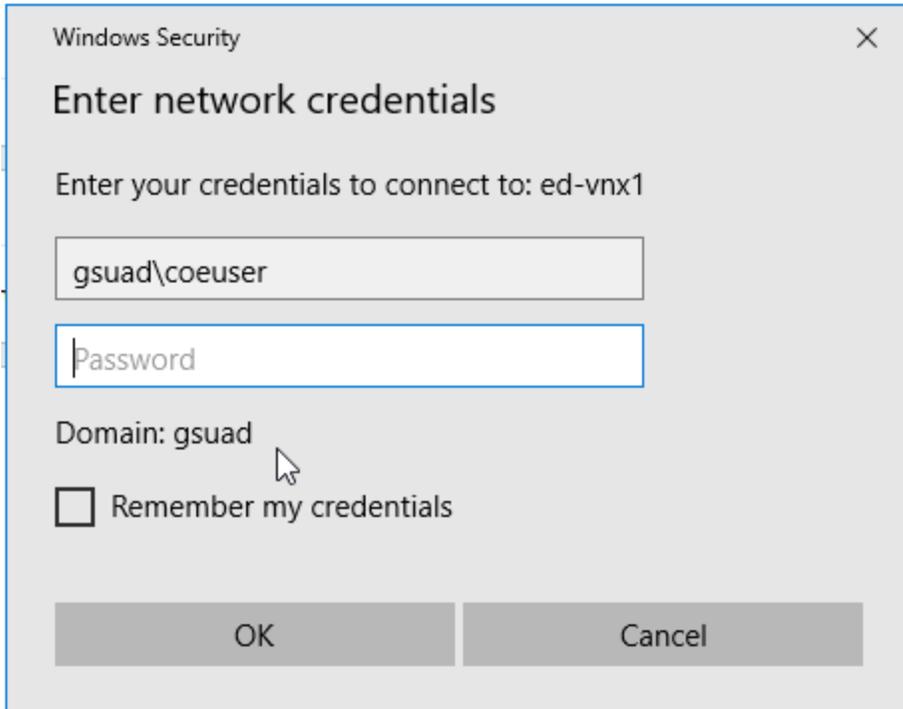
Network Drive Shortcut

For those of you who want to create a shortcut in File Explorer so you do not have to type the path to the share every time you want to connect do the following.

When you map the network drive you can also check “Reconnect at sign-in” box. This will save the letter and the share folder mapping information.



You must connect to the campus with the GSU VPN first every time you are off campus and want to reach the server. Then you must provide credentials to the server when you click on the mapping (gsuad\campusid) or you could on the Windows Security Dialog box check the “Remember My Credentials” at the bottom of the box.



Be aware when your campus id password changes if you have chosen to remember your credentials on the mapping you made, you must edit your credentials on the desktop/laptop mapping. The mapping **will not** automatically update the password change.