

# How to Map a Network Drive



This task needs to be completed while connected to the UT network, either in the on the campus wired or wifi network or through VPN remotely (<http://vpn.utexas.edu>).

Follow the process below to connect your computer to a server.

## macOS

1. From the Finder, with your desktop showing, press Command+ k on the keyboard (This will not work if you are inside a program such as Word.)
2. In the Connect to server window that appears, type the server address provided to you:

- example for Liberal Arts - <smb://austin.utexas.edu/la>
- example for REGS - [smb://\[EID\]:\\*@austin.utexas.edu/disk/reg/\[certification\]](smb://[EID]:*@austin.utexas.edu/disk/reg/[certification])

1. Click Connect.
2. In the Connect As window that appears, log in with your EID and password.
3. Click Connect.

## Windows 7

1. Click the Start button.
2. Select Computer from the pop-up menu.
3. Click on Map network drive from the options at the top of the window (Organize, System Properties, etc.).
4. In the Map network drive window that appears, select any available letter as the drive letter.
5. Type the server address provided to you in the folder dialog box:  
example for Liberal Arts - `\\austin.utexas.edu\la`
6. Make sure Reconnect at sign-in is selected.
7. Click Finish.

## Windows 8

1. Right-click on the Windows logo in the bottom left corner of the desktop screen.
2. Select File Explorer from the pop-up menu.
3. In File Explorer, make sure This PC is selected in the left-hand panel.
4. Click on the Computer tab on the very top (between File and View).
5. Click on Map network drive.
6. In the Map network drive window that appears, select any available letter as the drive letter.
7. Type the server address provided to you in the folder dialog box:  
example for Liberal Arts - `\\austin.utexas.edu\la`
8. Make sure Reconnect at sign-in is selected.
9. Click Finish.

## Windows 10

1. Right-click on the Windows logo in the bottom left corner of the desktop screen.
2. Select File Explorer from the pop-up menu.
3. In File Explorer, make sure This PC is selected in the left-hand panel.
4. Click on the Computer tab on the very top (between File and View).
5. Click on Map network drive.
6. In the Map network drive window that appears, select any available letter as the drive letter.
7. Type the server address provided to you in the folder dialog box:  
example for Liberal Arts - [\\austin.utexas.edu\la](smb://austin.utexas.edu/la)
8. Make sure Reconnect at sign-in is selected.
9. Click Finish.