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]

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

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**
8. Make sure "Reconnect at sign-in" is selected.
9. Click "Finish".

Windows 11

1. Open **File Explorer** from the taskbar or the **Start** menu
2. Select **This PC** from the left pane. Then, on the File Explorer ribbon, select **More** > **Map network drive**.
3. In the "Map network drive" window that appears, select any available letter as the drive letter.
4. Type the server address provided to you in the "folder" dialog box:
    example for OSFA -Office of Scholarships and Financial Aid: **\\austin.utexas.edu\disk\osfs**
5. Make sure "Reconnect at sign-in" is selected.
6. Click "Finish".