

The following are instructions for mapping to a network drive on a Windows PC.

### Prerequisites:

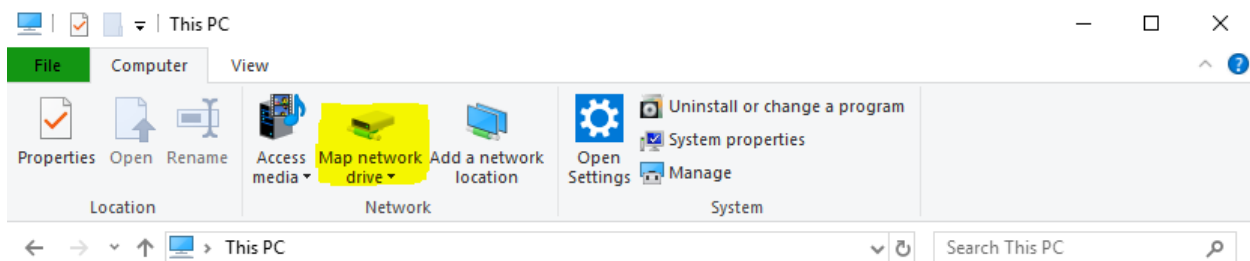
- You must have been granted access to any drives you are trying to connect to.
- If you are connecting from off campus, you must be connected to VPN.

### System Requirements:

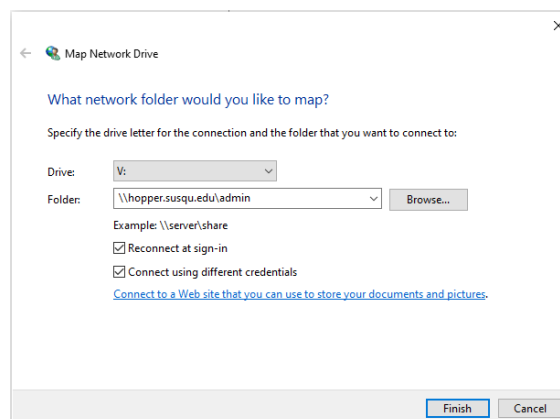
- Operating System: Windows 10

### Connection:

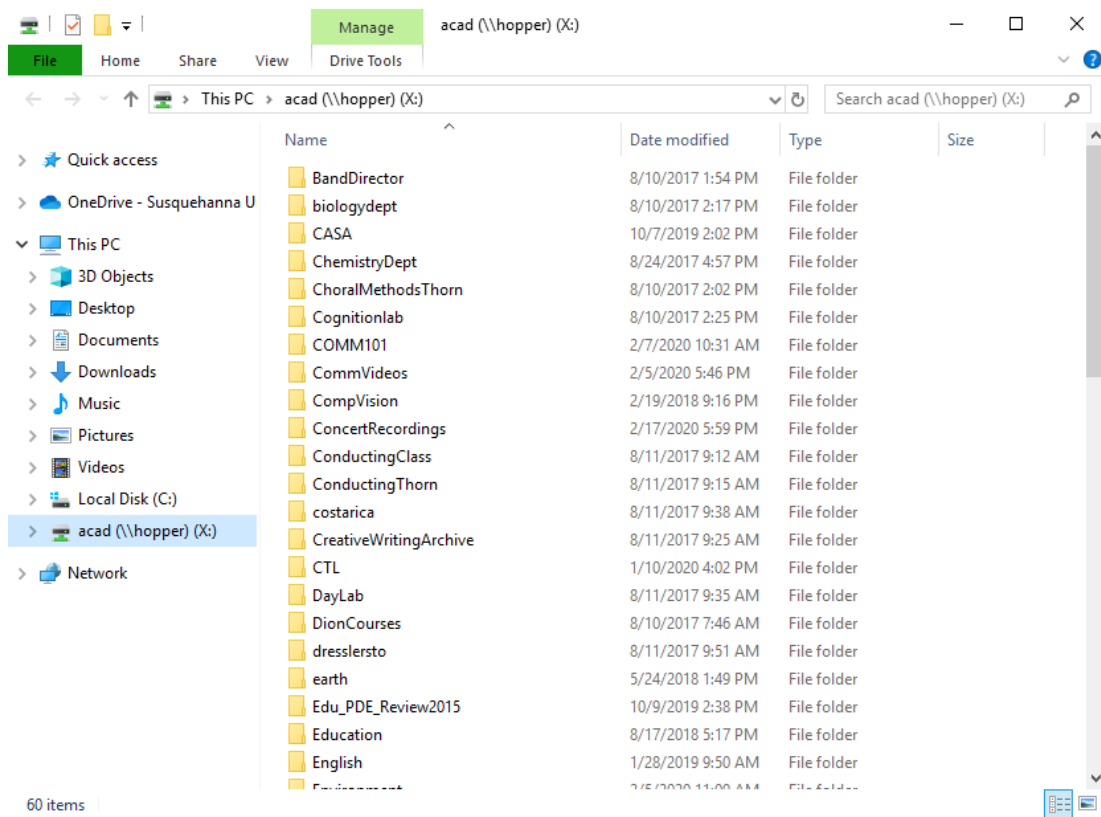
1. Open “This PC”. The easiest way to do this is by opening the Windows menu with the Windows key and searching for it.
2. Click on the “Computer” tab in the top left corner of the window and then on “Map network drive” in the menu that appears.



3. Select the letter you would like to associate with the drive. Do **NOT** select X, Y or Z, as this may cause issues when you return to campus. Enter the address of the shared drive in the “Folder” field. Below are common network drives that you may need:
  - a. [\\hopper.susqu.edu\acad](https://hopper.susqu.edu/acad)
  - b. [\\hopper.susqu.edu\admin](https://hopper.susqu.edu/admin)
  - c. [\\hopper.susqu.edu\emphome\](https://hopper.susqu.edu/emphome/)“username” (Substitute “username” with your username, which is your email address without the @susqu.edu)



4. Make sure that “Reconnect at sign-in” and “Connect using different credentials” are checked and click Finish.
5. When prompted, enter your SU credentials (use your full email address including @susqu.edu).
6. You now have access to the drive you specified from the left side of File Explorer. Repeat these steps for all drives you need access to.



If you experience any issues with connection, please contact the Help Desk at [helpdesk@susqu.edu](mailto:helpdesk@susqu.edu) or 570-372-4502.