

Windows 7

How to Map a Drive to Your Lab Folder on the Russell Domain Fileserver

7/22/2014

Applies to: Russell Labs faculty, staff, and grad students

Are you OFF-campus

OR

Using a Wireless Connection? Do these steps first:

- A. Connect to the Internet.
- B. Launch Russell dept VPN software,* then follow the rest of these instructions.

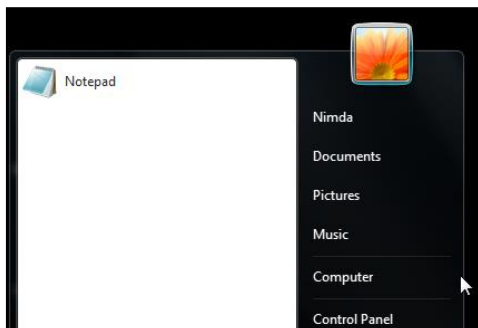
* for instructions on getting and installing Russell Dept VPN software, visit this webpage: <http://kb.wisc.edu> and search keyword: deptvpn

1. From your Windows desktop, click the Start button:

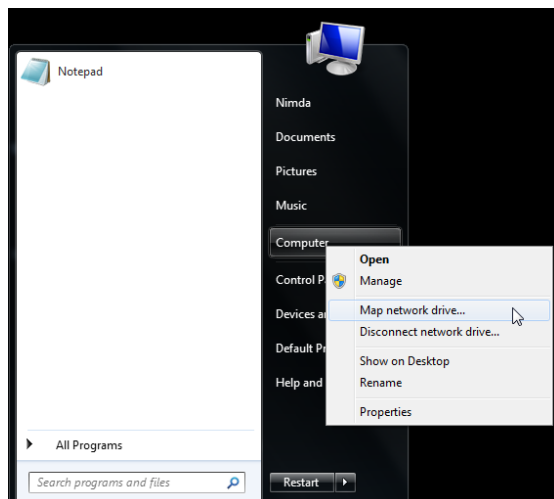


A popup menu appears.

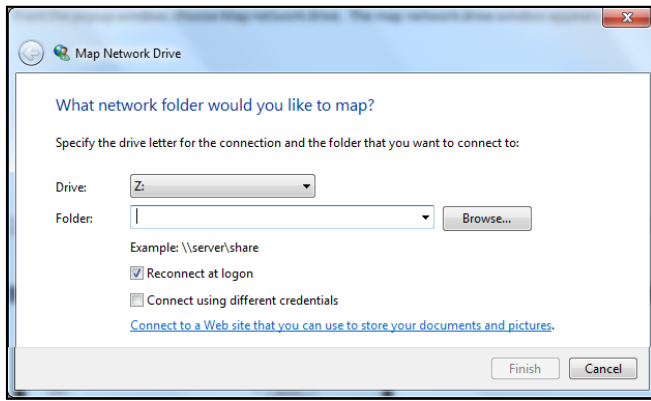
2. In the right side of the popup menu, locate Computer.



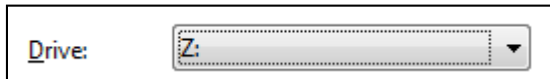
3. Right-click Computer. A popup menu appears:



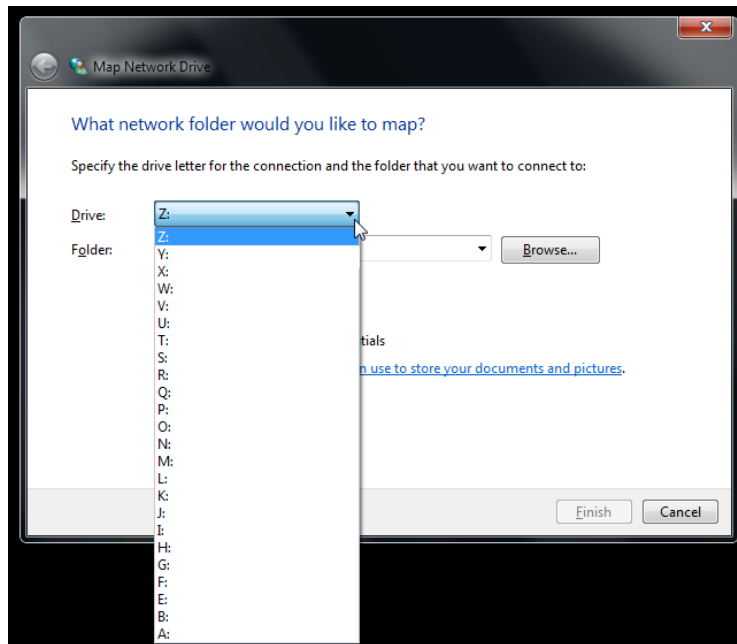
4. From the popup window, choose Map network drive. The map network drive window appears:



5. Locate the Drive drop-down list:



6. Click the down-pointing triangle to display the drop-down list showing the drive letters:



7. From the drop-down list, choose H:. The drop-down list disappears.

8. Click in the Folder box.

Enter the folder information based on the table below. Replace labname with your lab name, e.g. Lindroth_Lab.

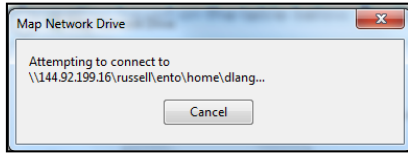
If your department is...	Type this in the Folder box...
Ento	\\144.92.198.101\russell\ento\labs\labname
Plant Path	\\144.92.198.101\russell\ppath\labs\labname
FWE	\\144.92.198.101\russell\fwe\labs\labname
Hub	\\144.92.198.101\russell\hub\labs\labname

Optional - applies only to those connecting on-campus over a wired (cable) connection :

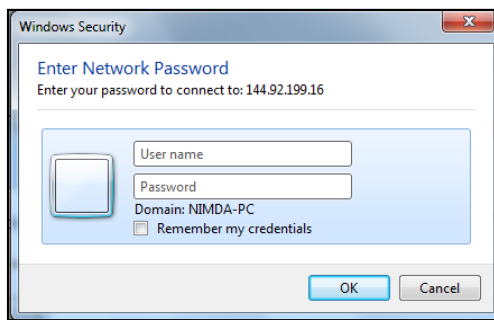
Tip: Do you want to access your network share drives from this computer in the future? If yes, leave the box checked next to Reconnect at logon.

9. Check the box Connect using different credentials.

10. Click Finish. The Map Network Drive window closes. A connection popup appears...



...then disappears, and a Windows Security window appears:



11. Enter the User name information based on the table below. Replace userid with your Russell domain login id.

Your domain is...	Type this in the User name box...
russell	russell\userid

12. Enter your password for your domain.

Optional:

Tip: Do you want to access your network share drives from this computer in the future? If yes, leave the box checked next to Remember my credentials.

13. Click OK. The Windows Security box closes and Windows Explorer appears, showing the H: drive mapped to your home directory on the Russell fileserver.