How to Map a Network Drive on Campus
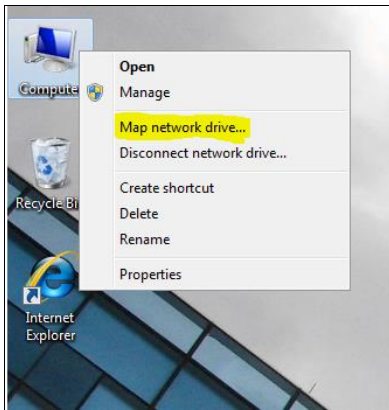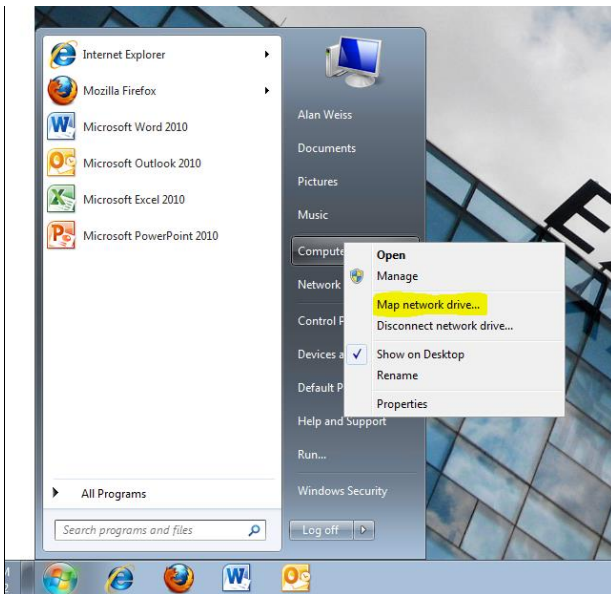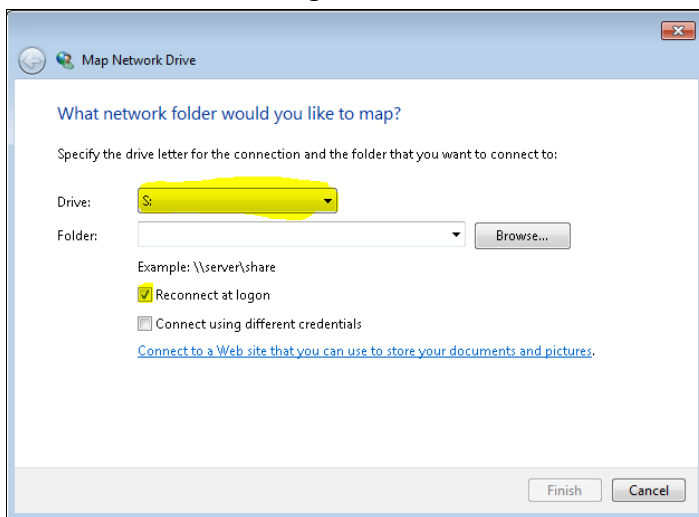
1. Right click on the Computer icon and select "Map network drive…":

2. If you don't have a Computer icon on the desktop, left click on start, then right click on "Computer":
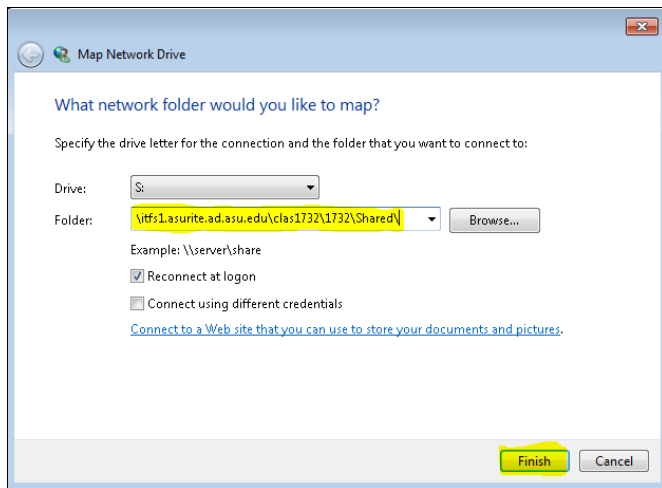

3. Select a drive letter, use "S" for Share and "P" for a Personal drive, and make sure you put a check next to the "Reconnect at logon":
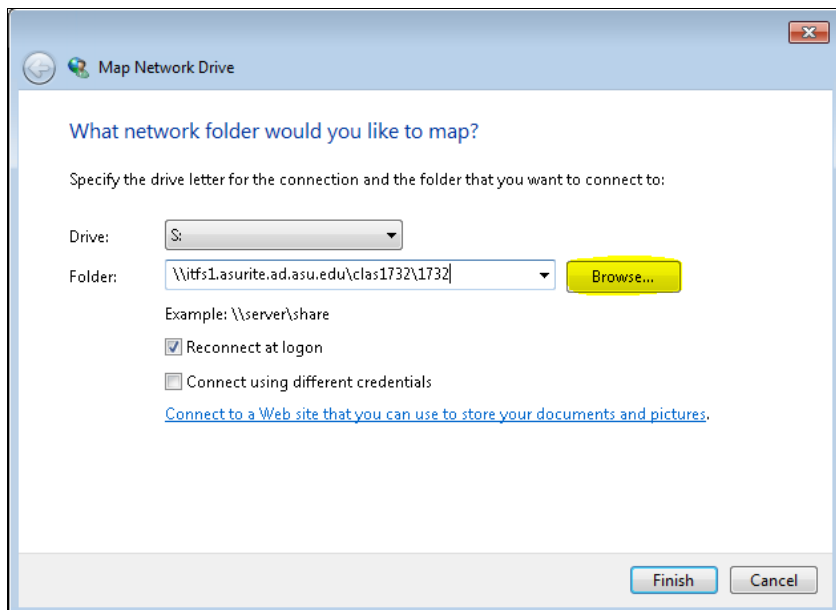
4. Now type in the exact location of the drive you are mapping and hit "Finish", this example is:
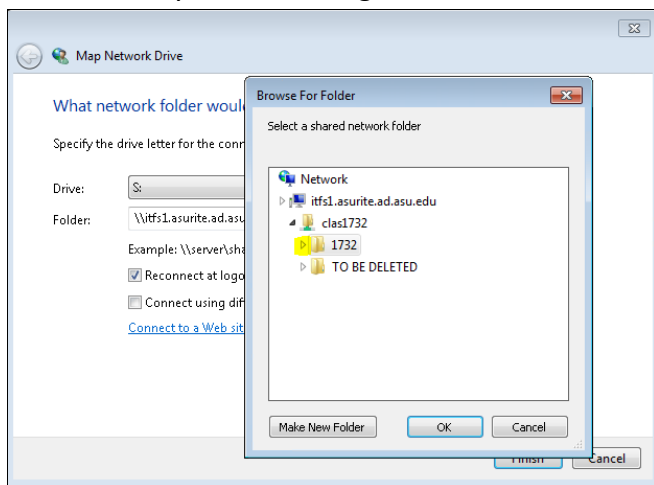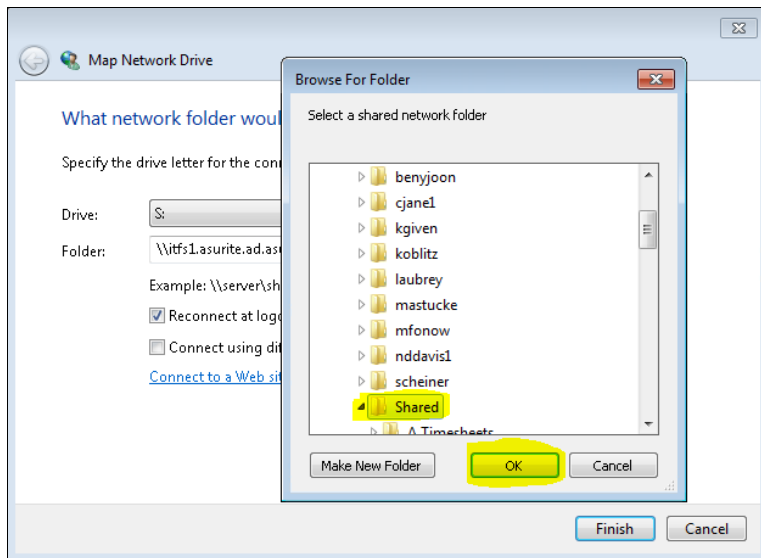\\itfs1.asurite.ad.asu.edu\clas1732\1732\shared\

5. You can also "Browse…" down to the folder if you first type in \\itfs1.asurite.ad.asu.edu\ as the starting point, then hit "Browse…":
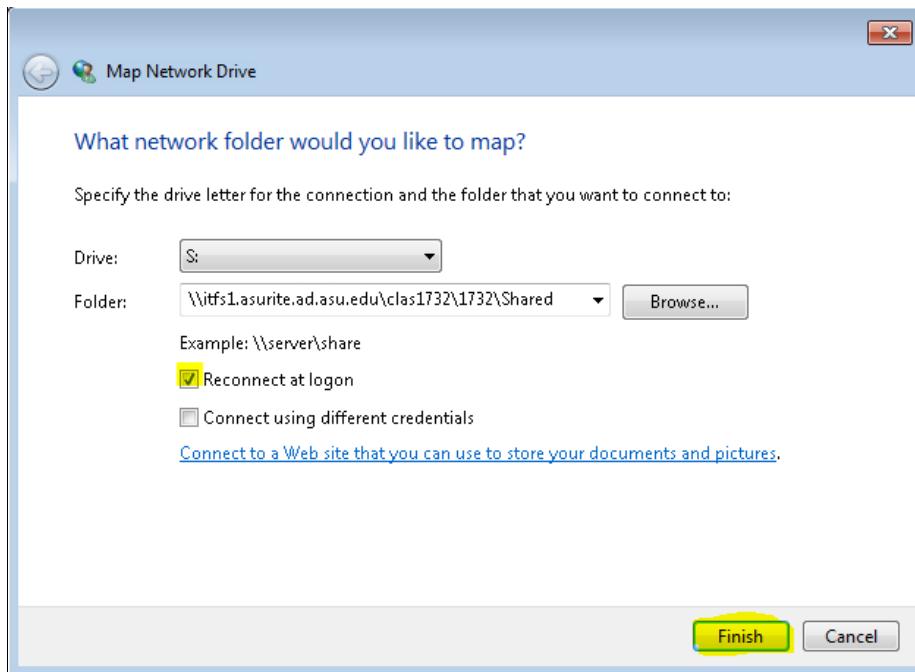

6. After you hit "Browse…" you should start to see the folders populate, click on the arrow next to the folder name you are looking for in order to see the subfolders:
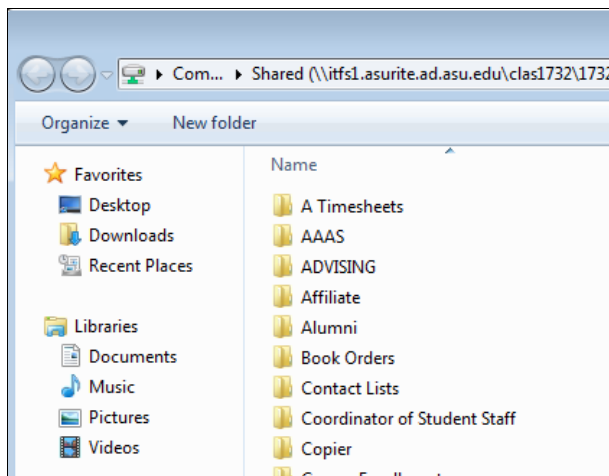
7. Select the Folder you want and hit "OK":

8. Again be sure you have selected the "Reconnect at logon", Then hit "Finish":

9. If you have access to the drive you will see the drive populate on your desktop:

10. If you get an error at this point, send an email to RTSHelp@asu.edu and ask to have your permissions to the drive verified.
11. You can add a desktop icon shortcut to the drive by double clicking on the "Computer" icon and then right click on the drive and select "Create shortcut":
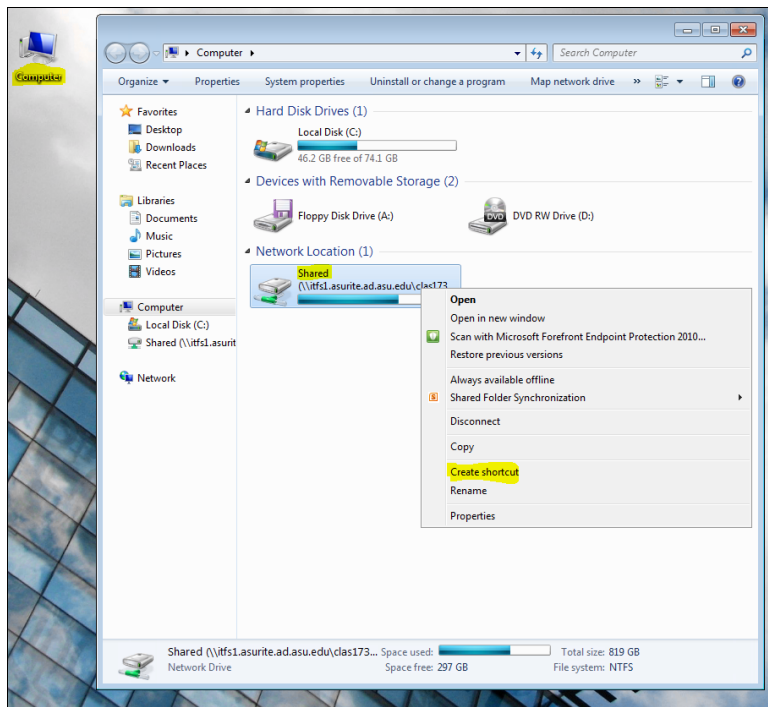
12. Now you should see the icon on your desktop: