Network Drives: Connect from Windows or macOS

Mapping a network drive allows you to easily and consistently access its contents via File Explorer or Finder.

**Before you start**, you will need accessing to the following:

- a laptop or desktop with internet access
- **Off-campus**: a connection to the Pulse Secure VPN

### Choose a network drive

<table>
<thead>
<tr>
<th>Name of Drive</th>
<th>Access</th>
<th>Primary Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Drive (H:)</td>
<td>You</td>
<td>Day-to-day storage of documents and backups</td>
</tr>
<tr>
<td>Departmental Drives (S:)</td>
<td>Your department</td>
<td>Shared and commonly accessed documents and procedures</td>
</tr>
<tr>
<td>Other Drives (O; Q; R; etc.)</td>
<td>Varies</td>
<td>Department-specific functions</td>
</tr>
</tbody>
</table>

**Don't have access to a network drive?** Contact the Help Desk!

### Map a network drive

Want to map multiple drives? Simply follow the instructions below for each drive.

**Windows**

1. Press the key on your keyboard
2. Search for and open File Explorer
3. On the left-hand pane, click This PC
4. At the top, click Computer > Map Network Drive
   *Using Windows 11? instead click the ... and then Map Network Drive*
5. For Drive, select either 1 H: or S:
   *Specialty drives use other drive letters*
6. For Folder, enter the path of the directory you want:
   - **Home Drive (H):**
     ```
     home.brynmawr.edu\home\username
     ```
   - **Departmental Drives (S):**
     ```
     storage.brynmawr.edu\storage
     ```
7. Un-check Reconnect at sign-in
8. Check Connect using different credentials
9. Click Finish
10. When prompted, enter your College username and password
    *"Remember my credentials" will only work until you change your password*
11. Click OK
12. In a few moments, your mapped drive will open in a new window

**macOS**
1. Open Finder
2. In the top-left of your screen, click Go > Connect to Server
3. For Server Address, enter the path of the directory you want:
   - **Home Drive (H):**
     ```
     smb://home.brynmawr.edu/home/username
     ```
   - **Departmental Drives (S):**
     ```
     smb://storage.brynmawr.edu/storage
     ```
4. Click the + to add this address to your favorites
5. Click Connect
6. When prompted, select Registered User
7. Enter your College username and password
8. In a few moments, your mapped drive will open in a new window

**Questions?**

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk!

Phone: 610-526-7440
Email: help@brynmawr.edu