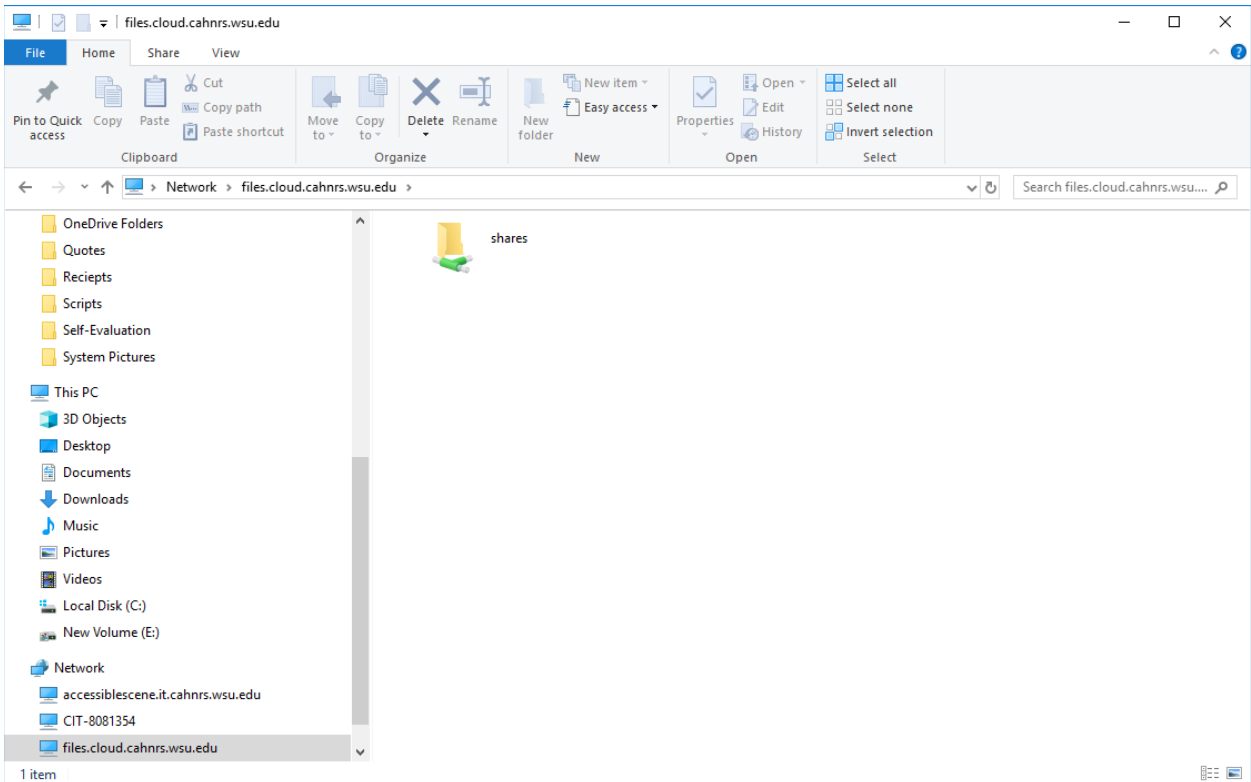## Accessing a Network Drive
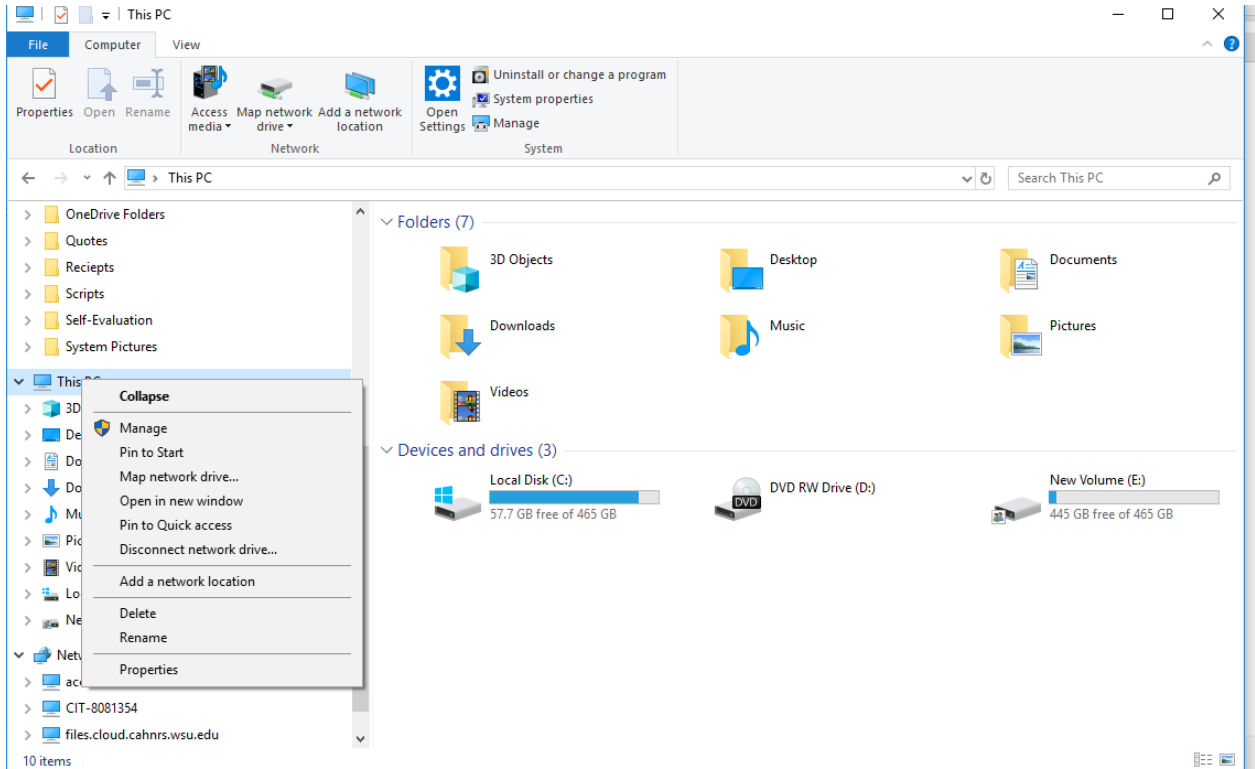
1. Open the File Explorer Application by clicking on the icon

2. In File Explorer, click the "go to" bar at the top and enter the following:
   [\\files.cloud.cahnrs.wsu.edu](\\files.cloud.cahnrs.wsu.edu)

3. Then press "ENTER"

4. Double-click the folder "Shares"

5. Now you are in the CAHNRS Cloud. Scroll down and find your department's folder.

Mapping a Network Drive

1. Open the File Explorer Application by clicking on the [icon] icon

2. In File Explorer, right-click on "This PC" and select "Map a network drive"

3. A new window will pop-up, please leave the default settings the same and input \\files.cloud.cahnrs.wsu.edu\shares in the address bar and click "Browse"

Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: Z:

Folder: \\files.cloud.cahnrs.wsu.edu\share   Browse...

Example: \\server\share

☑ Reconnect at sign-in

☐ Connect using different credentials

Connect to a Web site that you can use to store your documents and pictures.

Finish   Cancel

4. In the new pop-up window, select your file share and click "Ok"

5. Click "Finish"
6. Now go to "This PC"

7. Your new drive is there and listed by the drive letter that was specified earlier.