## **Mapping 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:
  - \\cloud.cahnrs.wsu.edu
- 3. Then press "ENTER"



- 4. Now you are in the CAHNRS Cloud. Scroll down and find your department's folder.
- 5. Once you find your department's folder, right click on it and select "Map Network Drive"

6. A window will pop up and note the Drive Letter that is selected (you may change it if you want). This will be the name of your drive.

What n	etwork folder would you like to map?
Specify th	e drive letter for the connection and the folder that you want to connect to:
Drive:	Z: ×
Folder:	\\cloud.cahnrs.wsu.edu\
	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.

7. Click on "Finish"

## 8. Now go to "This PC"

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← → · ↑ 💻 > Networ	k > cloud.cahnrs.wsu.edu			✓ ♂ Search cloud.cahnrs.wsu.edu
Quick access	Cahnrs.4H	Cahnrs.Admin	Cahnrs.AlumniDev	^
<ul> <li>Documents</li> <li>Downloads</li> <li>Pictures</li> </ul>	Cahnrs.Amdt	Cahnrs.Amdt.Admin	Cahnrs.Amdt.Amdt318	
RDP Project	Cahnrs.Amdt.Assessment	Cahnrs.Ap	Cahnrs.Ap.Ctll	
Workspaces	Cahnrs.Ap.Ffa	Cahnrs.Ap.Jhgc	Cahnrs,Arc,Admin	
<ul> <li>OneDrive</li> </ul>	Cahnrs.Arc.Archives	Cahnrs.Archives	Cahnrs.Bc	
S (H:)	Cahnrs.Bc.Mail	Cahnrs.Bc.Personnel	Cahnrs.Bc.Supervisor	
RECOVERY (F:)	Cahnrs.Bfo.Cbs	Cahnrs.Bfo.Finance	Cahnrs.Bfo.Grants	
Network 306 items	Cahnrs.Bsyse.Cacl	Cahnrs.Bsyse.Office	Cahnrs.Bsyse.TangLab	¥ 8== <b>=</b>

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