Mapping network drives on your computer allows you to access the O-Drive, Z-Drive, or S-Drive that you use at work. To do that, follow these steps:

**Note:** Before attempting to access network drives from off campus, please make sure you are connected through Pulse Secure to the Brandeis network.

1- Open **Finder**. Click **Go** and select **Connect to Server**…

2- Under **Server Address** type:
   - `smb://files.brandeis.edu/ibs-department` to access the O Drive
   - `smb://files.brandeis.edu/ibs-staff` Z Drive for staff
   - `smb://files.brandeis.edu/ibs-faculty` Z Drive for faculty
   - `smb://files.brandeis.edu/ibs-student` to access the S Drive
   - `smb://files.brandeis.edu/ibs-research` to access the R Drive

   Make sure to click the "+" sign to the right of the field, and then click connect.

3- After a few seconds a new windows will pop up. Under registered users type the beginning of your **Brandeis ID** (without "@brandeis.edu"), and enter your Brandeis password. Make sure to check "Remember this password in my keychain" if you want to be able to login without typing your password in the future.