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. On your desktop, click on the Start icon, and type “PC”. Then, right click on the icon of “This PC” and select “Map Network Drive”.

2. Select a drive letter from the list depending on what you want to connect. See the next image for an example:

   - **Drive:** O  
     **Folder:** \files.brandeis.edu\ibs\department
   - **Drive:** Z  
     **Folder:** \files.brandeis.edu\ibs\staff for staff  
     **Folder:** \files.brandeis.edu\ibs\faculty for faculty
   - **Drive:** S  
     **Folder:** \files.brandeis.edu\ibs\student
   - **Drive:** R  
     **Folder:** \files.brandeis.edu\ibs\reserach
**Note:** If you cannot connect, you can try and use another letter for the Drive. The letters that we use are for labeling purpose only, so using other letters will not affect the functionality. For example, you can select “A” as a drive, or perhaps “X”. Any will do as long as the letters are not currently in use.
3. The Drive will open automatically after you click “Finish”.

**Note:** If prompted to enter credentials, please enter your full Brandeis email address and Brandeis password.

4. To access the Drive in the future, open “This PC” and the Drives you mapped should appear there under “Network Locations” section.

**Note:** To disconnect the network drive at any point, go to ”This PC”, right click on the Drive, and click Disconnect.