Mapping a network drive on Windows 7

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, right click on My Computer icon and select “Map Network Drive”.

2. Select a drive letter from the list depending on what you want to connect.

   Drive: O
   Folder: \files.brandeis.edu\ibs-department

   Drive: S
   Folder: \files.brandeis.edu\ibs-student

   Drive: Z
   Folder: \files.brandeis.edu\ibs-faculty or \files.brandeis.edu\ibs-staff depending on whether you’re faculty or staff

   Drive: R
   Folder: \files.brandeis.edu\ibs-research
3. The O-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 O-Drive in the future, go to “Computer” and the O-Drive should appear there under “Network Locations” section.