

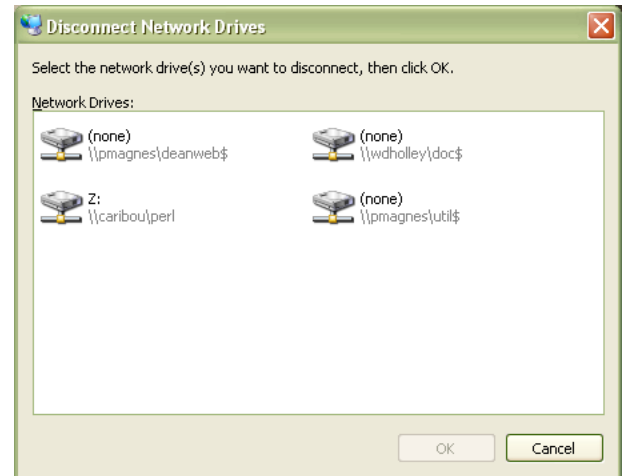
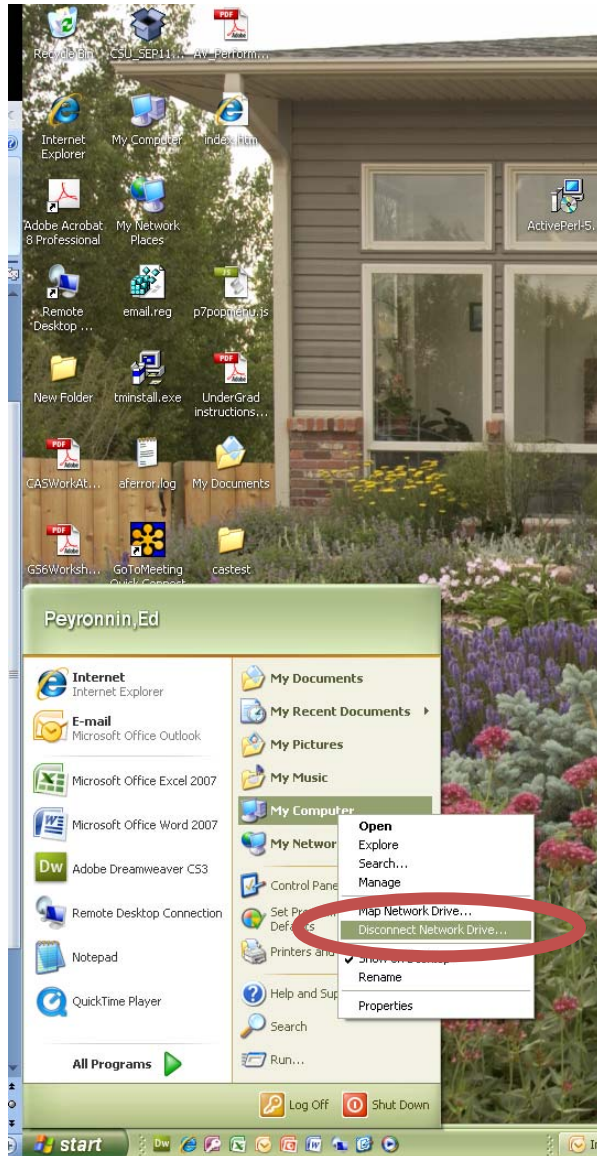
To disconnect Network Drives –

Right mouse click on the “My Computer” icon.

Left mouse click on “Disconnect Network Drive”

Find and select the drive you want disconnected. Click OK

This “frees” the drive letter to be used by another connection.



To connect Network Drives –

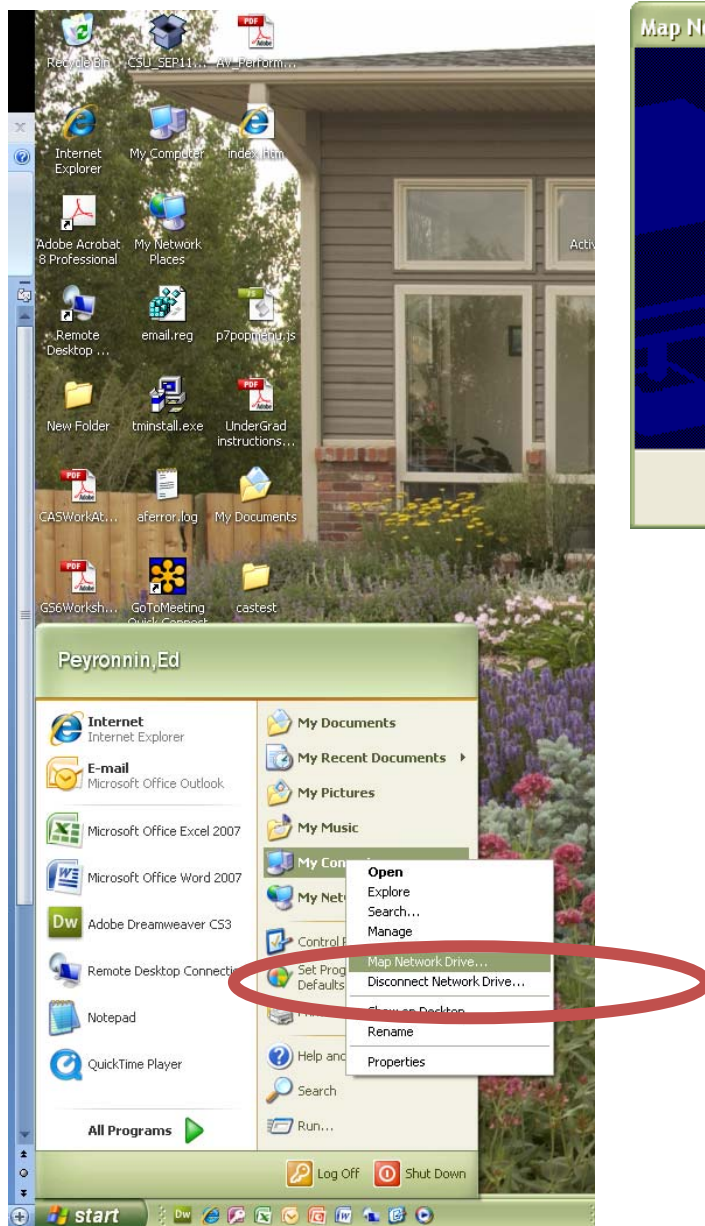
Right mouse click on the “My Computer” icon.

Left mouse click on “Connect Network Drive”

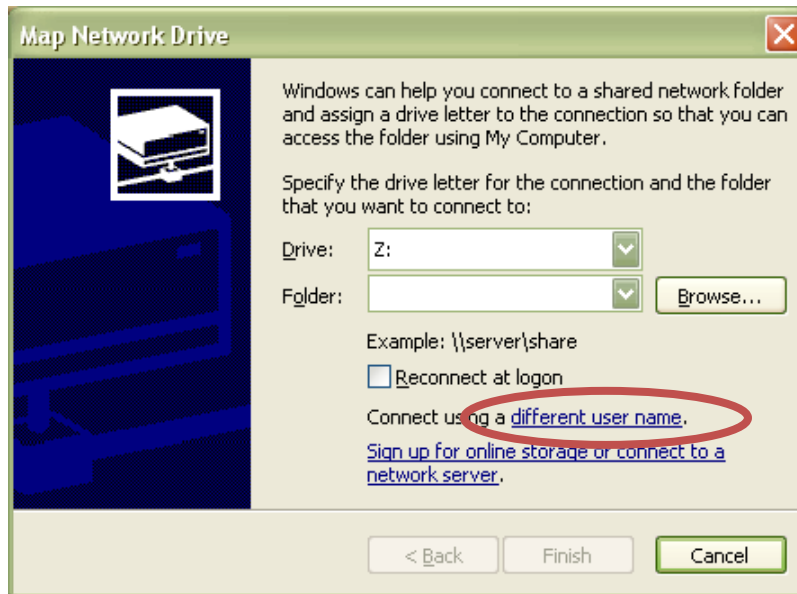
In the “Drive” drop down selector, select the drive letter you wish to use.

In the “Folder” box, type \\servername\share”. Our college usually hides shares, so, the share name includes the dollar sign.

Select finish.

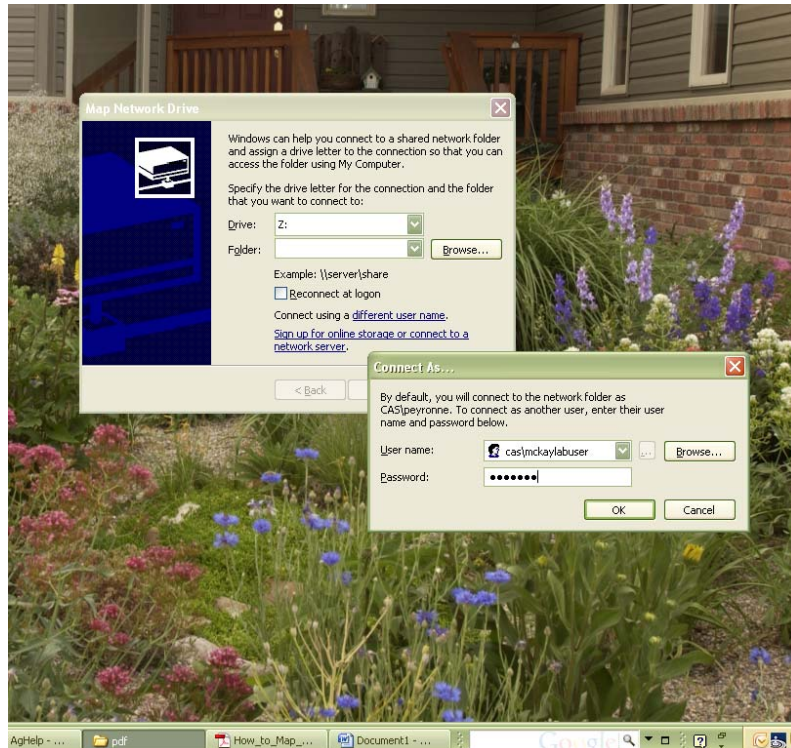


To login as a different user, select “different user name”



Type “cas\username” where username=the login name for someone who has permission for the share requested.

Type in the username’s password.



Finish mapping the drive shown on page 2.