



## Introduction

This document is meant to be a guide for anyone trying to enable access to their eGCC S: Drive (shared storage space on eGCC) on their *Windows Vista* laptop or desktop computer. These instructions are written specifically for Windows Vista users.

Here is what you will need to have:

- **Windows Vista installed on computer.**
- **Your eGCC Username and Password:** For eGCC Username and Password account information, please contact the Helpdesk.
  - In person: Our main Helpdesk is located in HT1 inside the west entrance.
  - Call: 623.845.3555.
- **An Internet Connection:** During this setup process, Windows Vista will immediately try to connect to the desired resource location. If you're not connected (e.g., you can't reach any website via your browser) other dialog boxes not talked about in this document may appear.
- **<http://www.gccaz.edu> added to your trusted sites.** This step will assure that you can reconnect to your S: drive. See Appendix A: Add a Trusted Site

**Please note -- Currently users cannot reconnect/login to their S:drive ( Personal Space on eGCC) after log off.**

**CAUSE:**

“In Windows Vista, Internet Explorer uses the Web Client service when you use Internet Explorer to access a WebDAV resource. The Web Client Service uses Windows HTTP Services (WinHTTP) to perform the network I/O to the remote host. WinHTTP sends user credentials only in response to requests that occur on a local intranet site. However, WinHTTP does not check the security zone settings in Internet Explorer to determine whether a Web site is in a zone that lets credentials be sent automatically.” For more information visit: (<http://support.microsoft.com/kb/943280/>.)

**SOLUTION:**

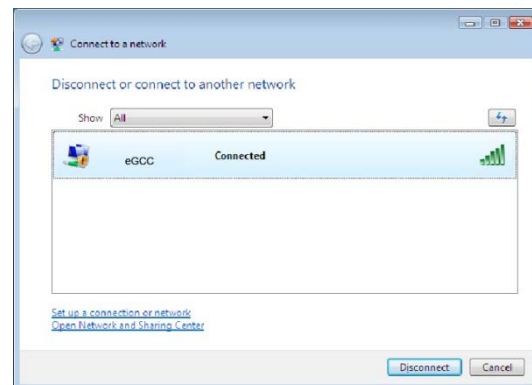
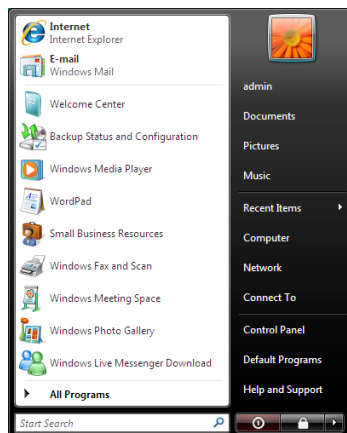
Currently the most practical solution is to remap the drive when access to your S: drive is needed.

Here's a typical screenshot of a laptop with Windows Vista installed. We'll begin here.

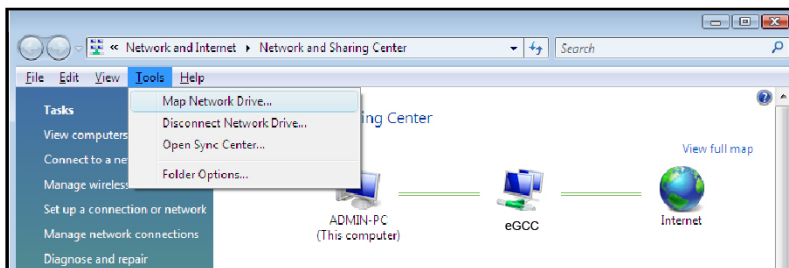


## Setting up a Network Connection to your S: Drive

1. Go to the **Start** menu in the lower left-hand corner of the screen and select **Connect To** (below-left screenshot).

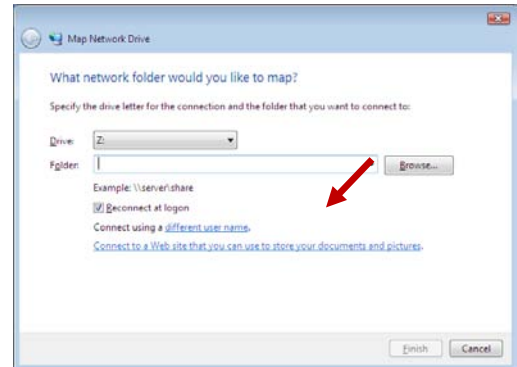


2. The **Connect to a network** window should appear. Please click on the link **Open Network and Sharing Center**, located in the bottom left-hand corner of the window (above-right screenshot).
3. You should now see the **Network and Sharing Center** window. Go to the **Tools** menu and select **Map Network Drive**.

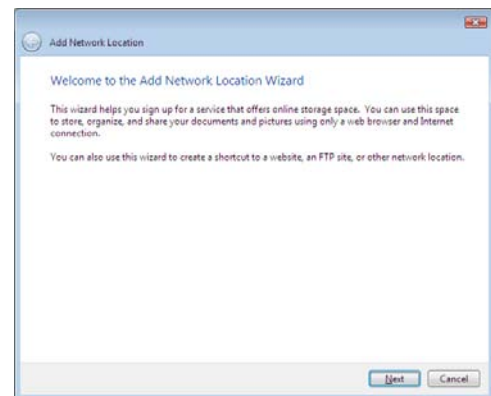


**Tip:** If the Menu bar is not displayed, press the Alt key on your computer's keyboard.

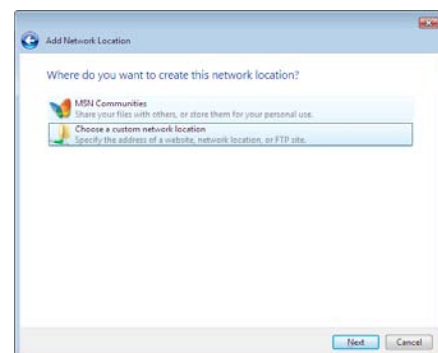
- When the Map Network Drive window opens, select the **Connect to a Web site that you can use to store your documents and pictures** link.



- The **Add a Network Wizard** should start, and the window to the right should appear. When the window appears, click the **Next** button.



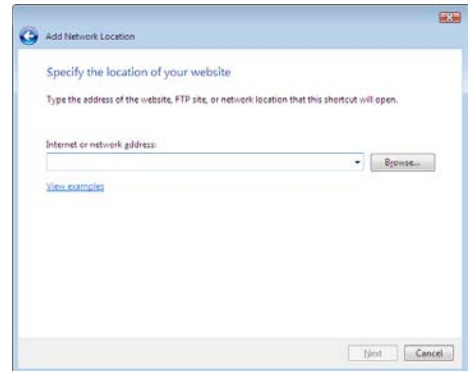
- You should then see a new window appear (above-right screenshot) with the question, **Where do you want to create this network location?** For this question, please select **Choose a custom network location**. Then, select the **Next** button.



7. On the next screen, you should be asked: **Type the address of the website, FTP site, or network location that this shortcut will open.**

On the screen you should see "**Internet or Network address:**" enter in the box:

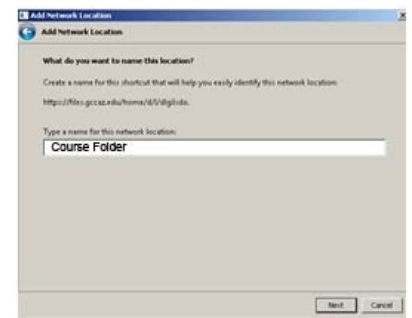
- <https://files.gccaz.edu/shared> then click "**Next.**"



8. You should see a login box appear, just like the one to the right. Enter the following two items and then click **OK**:
- a. Username: gccaz\GCCUsername
  - b. Password: eGCCPassword.



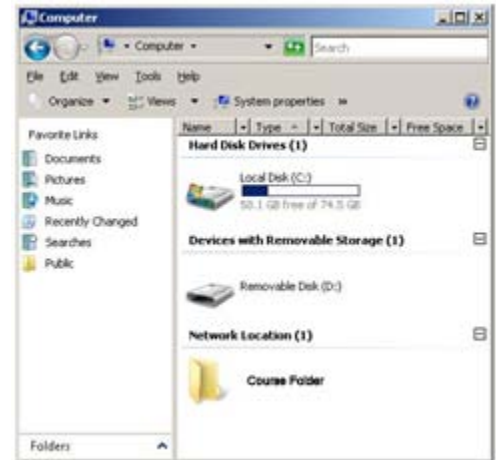
9. You should see the text **files.gccaz.edu** in the **Type a name for this network location** textbox. You may either leave the name as-is, or you may rename the shortcut to something else (In this example, we typed "Course Folder"). Click **Next**.



10. You should now be at the last screen in the Add Network Location wizard (above-right screenshot). Select the "**Open this network location when I click Finish.**" checkbox. Then, click **Finish**.
11. An Explorer window should now appear; in the right-hand pane of the **Explorer** window you should see the contents of your S:/drive (Course Folder).

## Accessing your S: Drive

- Now that you've setup the network location for your S: Drive, you can access the S:\ drive (labeled Course Folder) by clicking on "My Computer" from the Start menu, or double-clicking on "My Computer" on the desktop.
- The S:\drive will be appear under Network Location. Double-click on the Shared drive (Course Folder icon) to open it, then double-click on the Courses folder to open it.



## APPENDIX A: Add a Trusted Site

### Internet Explorer 7

- 1) Open **Internet Explorer 7**.
- 2) Open **the internet Options Dialog Box**.
  - a) Click the down-facing arrow to the right of the **Tools** button.
  - b) From the drop-down menu, select **Internet Options**.
- 3) When the Internet Options Dialog Box opens:
  - a) Select the **Security Tab**.
  - b) Click the **Trusted Site** button
  - c) Click the **Sites** button.
- 4) When the Sites dialog box opens, add the addresses, in the "Add the website to the zone" text box.
  - a) \*.gc.maricopa.edu
  - b) \*.gccaz.edu
- 5) Click **Add**.
- 6) Click **OK**.
- 7) Close the **Dialog Box**.

