

## Introduction

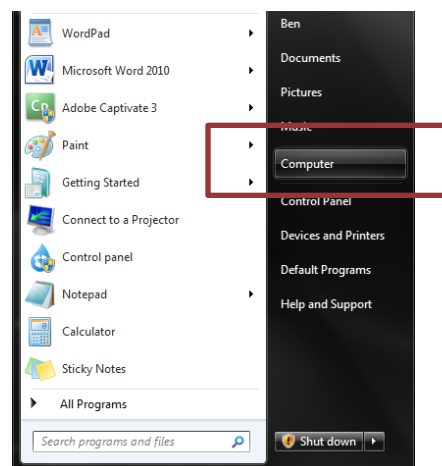
This document is meant to be a guide for anyone trying to enable access to their eGCC S: Drive (personal space on the eGCC Server) on their *Windows 7* laptop or desktop computer. These instructions are written specifically for *Windows 7* users.

Here is what you will need to have:

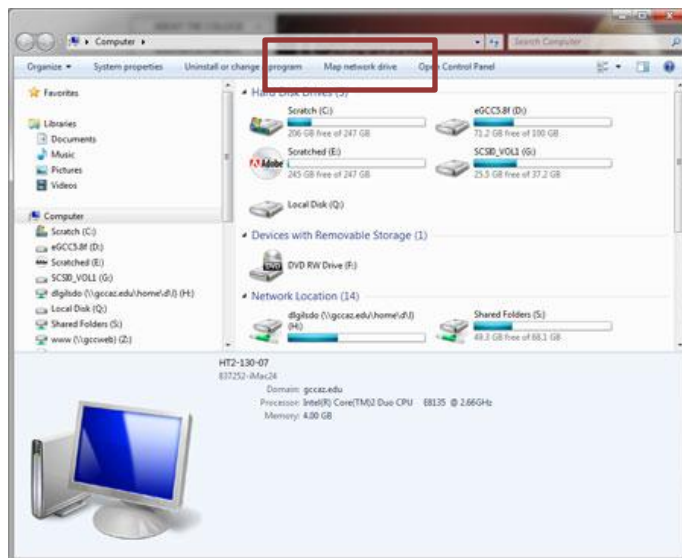
- **Windows 7 installed on computer.**
- **Your eGCC Username and Password:** For eGCC Username and Password account information, please contact the Helpdesk.
  - In person: Our main Helpdesk is located in HT1 inside the west entrance.
  - Call: 623.845.3555
- **An Internet Connection**

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

1. Click on the **Start** button and select **Computer** from the pop-up menu.



2. The Computer window should appear. Click the **Map Network Drive** link.

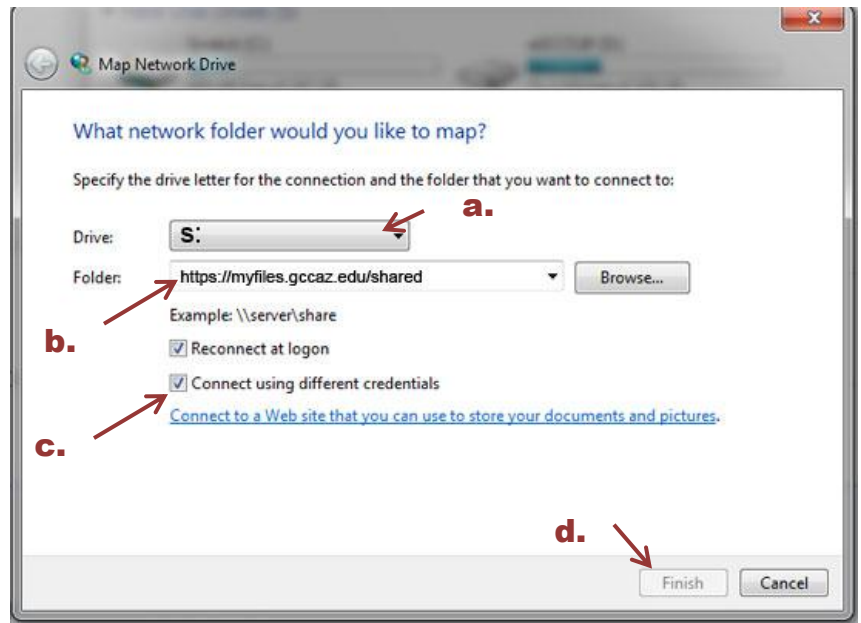




3. The **Map Network Drive** window opens.

a. Click the **Drive down-facing arrow** and select an unassigned drive letter. In this example, the drive letter **S:** has been selected.

b. Enter the address, **https://myfiles.gccaz.edu/shared** in the Folder text box.



c. Select **“Connect using different credentials”**.

d. Click **Finish**.

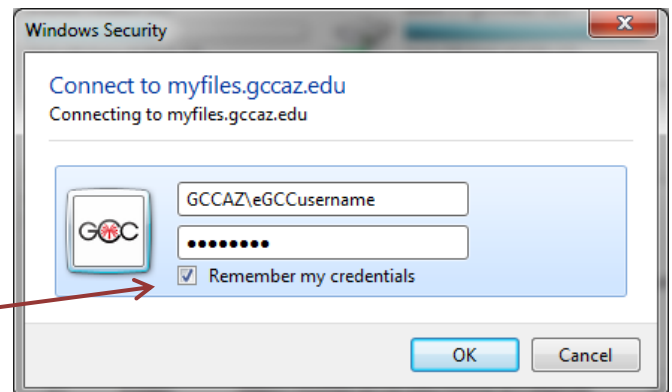
4. You should see a login box appear, just like the one to the right.

a. Enter the following two items and then click **OK**:

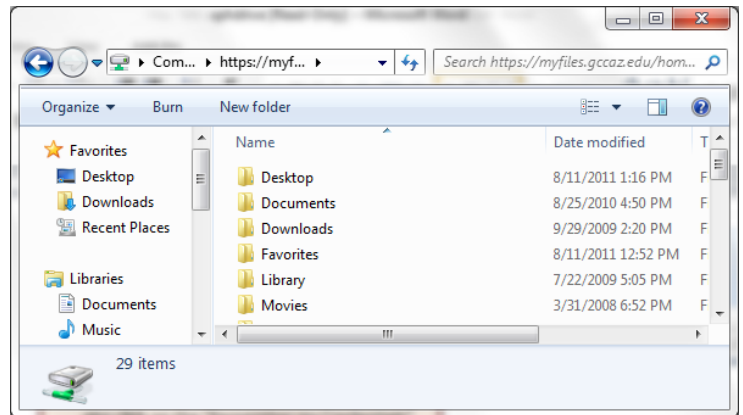
b. Username: **gccaz\eGCCUsername**

c. Password: **eGCCPassword**.

Note: If you are working from home you can also click on the “Remember my Credentials” so you don’t have to enter your username and password every time.



5. An Explorer window should appear; in the right hand pane of the Explorer window you should see your S:Drive's contents listed.



## Accessing your S: Drive

Now that you've setup the network location for your H: Drive, you may now access it by simply going to the **Start** menu and selecting **Computer**. A window called **Computer** will appear, and you should see the Network Location you just set up. Double-click the Network Location's link/icon. If necessary, enter your username and password.