

How to Map a Network Drive (H:\ Drive, S:\ Drive)

The below instructions will help you navigate the process for mapping a Network Drive on a Windows computer.

Note: You MUST be connected to the VPN before proceeding.

Student VPN instructions: https://www.gccaz.edu/technology-help/student-vpn-instructions Employee VPN instructions: https://employees.gccaz.edu/tech-support/network/vpn

1. Open File Explorer



 Enter the applicable server address in the address bar: Home Drive: \\gccaz.edu\home\YourMEID Shared Drive: \\gccaz.edu\shared

Hit Enter or Go to proceed to login.

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| ↓ Downloads ★ Documents ★ | | | | Picture Storec | es Elocally | | 5 | Music Stored locally | у | | Videos Stored locally ✤ | |

3. When prompted to enter your Network Credentials, authenticate with **YourMEID@mcccd.org** and your account password.

| Enter network credentials | |
|---------------------------|--|
| Enter your credentials | |
| YourMEID@mcccd.org | |
| Password | |

4. Navigate to the desired location.