



SACRAMENTO STATE

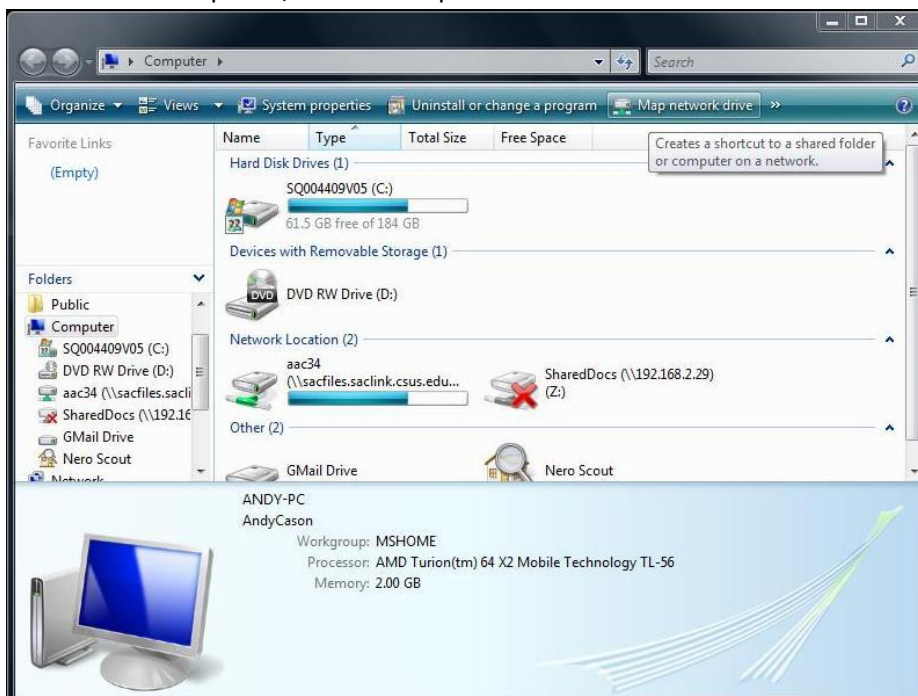
Information Resources & Technology
Academic Computing Resources

Create a connection to your Share Drive on Windows Vista

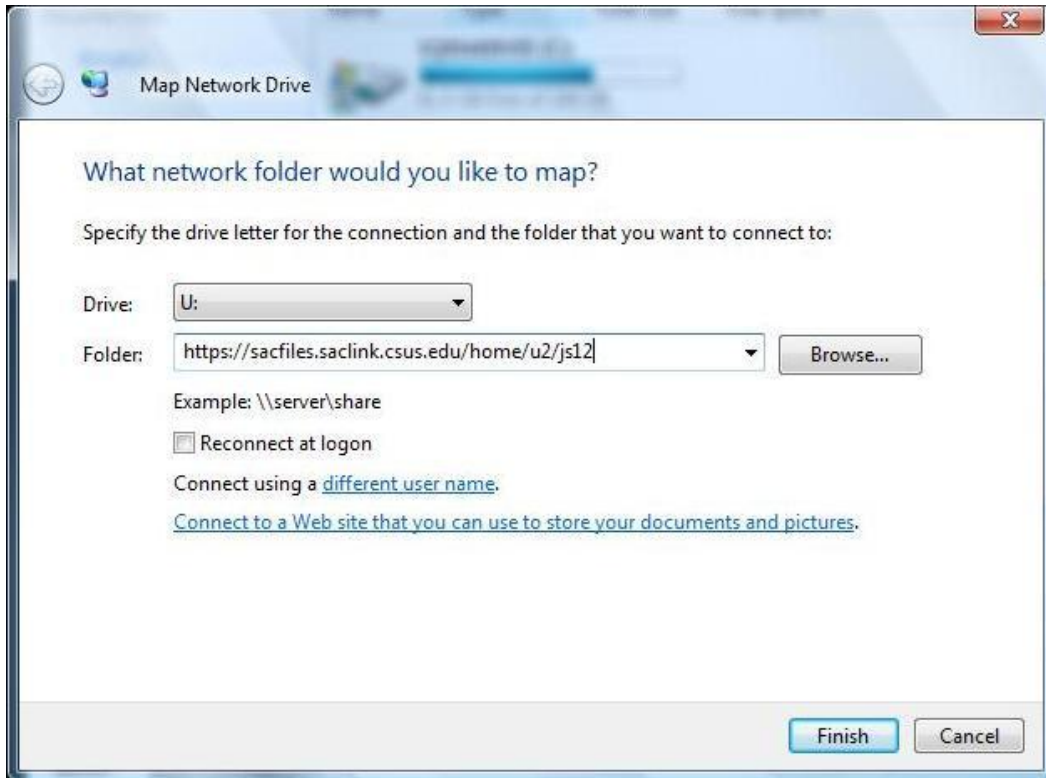
1. Go to the 'Windows Icon' at the bottom left hand corner of the Desktop. Click 'Computer' from the right side navigation.



2. From inside 'Computer', click on 'Map Network Drive'.



3. Enter [https://sacfiles.saclink.csus.edu/home/u\[#\]/username](https://sacfiles.saclink.csus.edu/home/u[#]/username) with the [#] as the last character of your SacLink username if it is a digit in the 'Folder' field. For example if the username was 'js12' then the character would be '2'. If your username does not end in a number then do not enter a number following the 'u'. Click 'Finish'.



4. In the 'User name' field enter csus*(SacLink username)* for example csus\js12 and your SacLink password in the 'password' field. Click 'OK'.



5. Your new connection will appear under 'Computer' as a folder titled (\\sacfiles.saclink.csus.edu\home). Click the 'Folder' to open it. Once the folder is open you may view and edit your files.

