

Before You Get Started

1. Only Faculty and Staff should need to map to campus network drives. Students: we recommend using OneDrive for personal file storage.
2. Make sure you have an Internet connection.

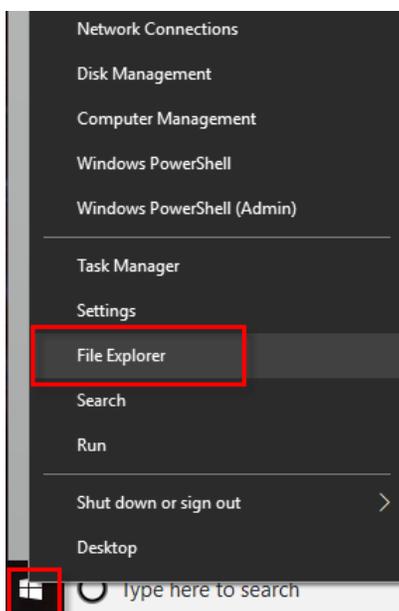
ON CAMPUS: Use [eduroam](#)

OFF-CAMPUS: (not connected via eduroam), use the [Global Protect VPN](#) application to connect to campus networks.

Mapping a Drive in Windows

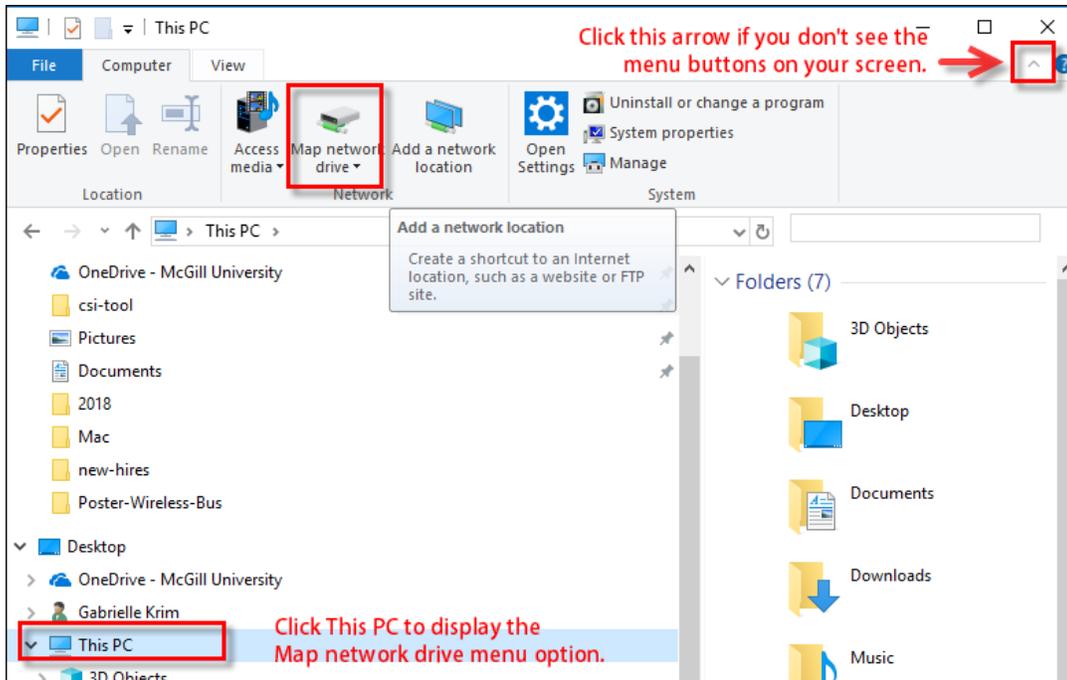
Windows 8 and 10

1. In Windows 8 or 10, right-click on the Windows start button in the bottom left corner of the screen and select **File Explorer**.

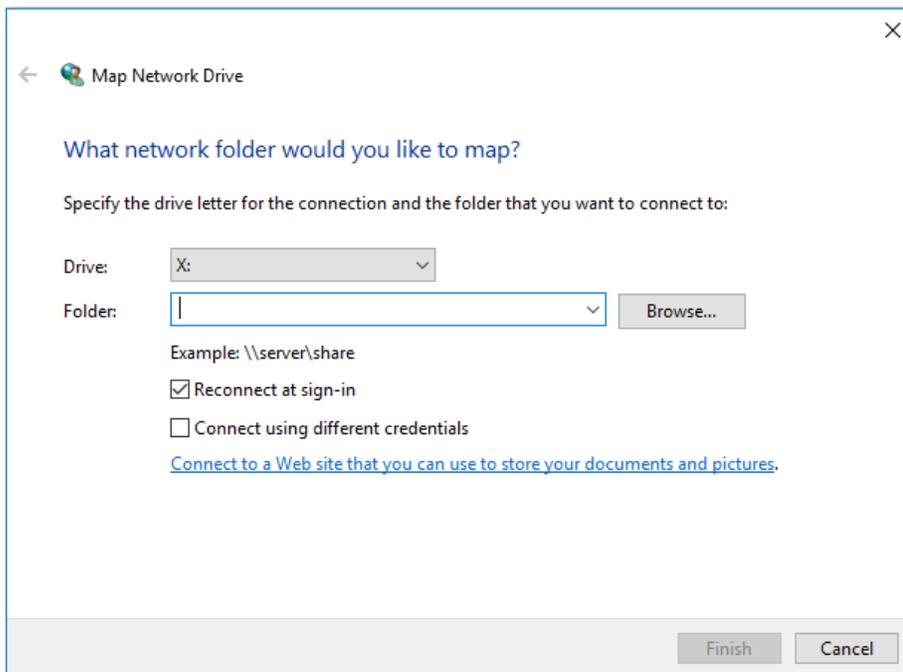


2. In the window that opens, make sure to select "This PC" (on Windows 10) or "Computer" (on Windows 8) and then click the **Map network drive** button at the top.

Note: *If you don't see any buttons at the top, you may have to click the arrow button in the top right corner to expand the menu ribbon.*



3. In the **Map Network Drive** window, choose an available **Drive** letter from the dropdown list. Drives that are already mapped will have a shared folder name or path displayed inside the dropdown list, next to the drive letter.



4. Map the following drives as needed:

Departmental Drive: “N:” Drive

Folder Path: [\\sacfiles1.saclink.csus.edu\shared](https://sacfiles1.saclink.csus.edu/shared)

Project Folders: “P:” Drive

Folder Path: [\\sacfiles1.saclink.csus.edu\projects](https://sacfiles1.saclink.csus.edu/projects)

Personal Folders:

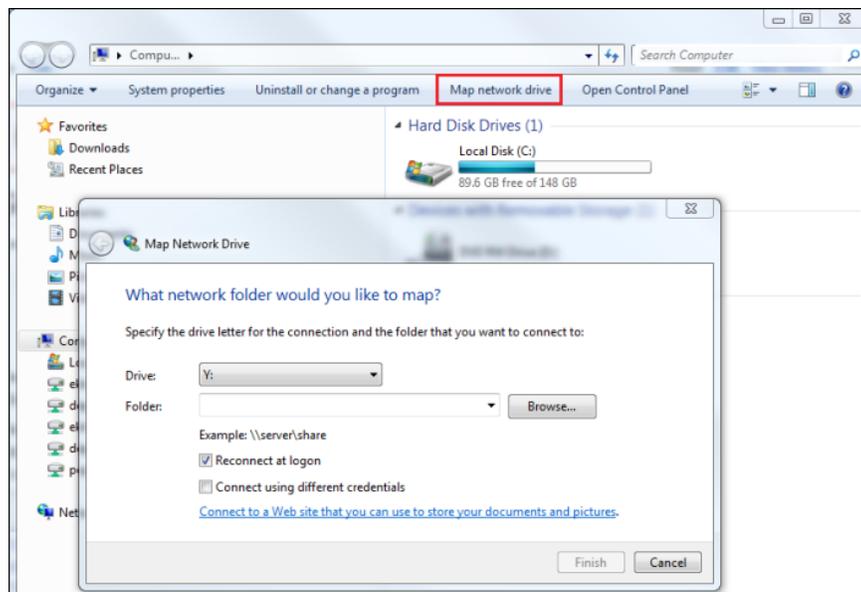
Folder Path: [\\sacfiles1.saclink.csus.edu\home\x\xxxx](https://sacfiles1.saclink.csus.edu/home/x\xxxx)
(‘x’ is the folder in your path and ‘xxxx’ is your username)

Tip: *Unsure what your folder path is to your personal drive? Visit mysaclink.csus.edu and enter the required information.*

5. If you would like to save the drive, check the box to “Reconnect at sign-in.”
6. Once you have entered the path of the drive you would like to access, select “Finish.”
7. If you haven’t saved your network credentials, you will have to enter them here. Use your full Saclink credentials (including @csus.edu) as your username along with your Saclink password.
8. The drive is now mapped, and you should be able to access the folders you have the rights to. Repeat this process for each drive.

Windows 7

1. Click **Start**, then **Computer**. In the window that opens, click Map network drive at the top.



Map the following drives as needed:

Departmental Drive: “N:” Drive

Folder Path: [\\sacfiles1.saclink.csus.edu\shared](https://sacfiles1.saclink.csus.edu/shared)

Project Folders: “P:” Drive

Folder Path: [\\sacfiles1.saclink.csus.edu\projects](https://sacfiles1.saclink.csus.edu/projects)

Personal Folders:

Folder Path: [\\sacfiles1.saclink.csus.edu\home\x\xxxx](https://sacfiles1.saclink.csus.edu/home/x/xxxx)
(‘x’ is the folder in your path and ‘xxxx’ is your username)

Tip: *Unsure what your folder path is to your personal drive? Visit mysaclink.csus.edu and enter the required information.*

2. If you would like to save the drive, check the box to “Reconnect at sign-in.”
3. Once you have entered the path of the drive you would like to access, select “Finish.”
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