

How Do I...

MAP A NETWORK DRIVE TO AN ARGONET FOLDER



The process of creating a permanent connection to a network folder is called mapping a drive. You may want to map a drive if you are using an on campus computer and need to access a network folder regularly. These steps will only work if you are on a campus computer that is on the ArgoNet domain.

Home (H:) and web (I:) folders are network storage areas provided to you by UWF's Information Technology Services department. For more information on the H: and I: drives, see the related KnowledgeBase article **Centralized File Storage: Using Your H: and I: Drives.**

#	Action
1.	<p>My Computer:</p> <ul style="list-style-type: none">Right click My Computer and click Map Network Drive. <p><i>NOTE:</i> In some instances, the My Computer icon may appear on the desktop. To open My Computer (more commonly called Windows Explorer):</p> <ul style="list-style-type: none">From the Start menu, select Programs, Accessories, Windows Explorer.From the Tools menu, select Map Network Drive.  A screenshot showing the 'My Computer' icon on a desktop. A right-click context menu is open over the icon. The menu items are: Open, Explore, Search..., Manage, Scan for viruses..., Map Network Drive... (highlighted), Disconnect Network Drive..., Create Shortcut, Delete, Rename, and Properties.

2. Map Network Drive:

- In the **Drive** drop-down menu, select a drive letter. **NOTE:** H: (home) and I: (web) are typically reserved for personal space.
- In the **Folder** field, enter the appropriate path from the list below. Make sure to substitute your username or departmental account name for the sections in red.

Faculty & Staff accounts

- **Web:** \\argofiler.argo.uwf.edu\facstaff\web\user_name
- **Home:** \\argofiler.argo.uwf.edu\facstaff\home\user_name

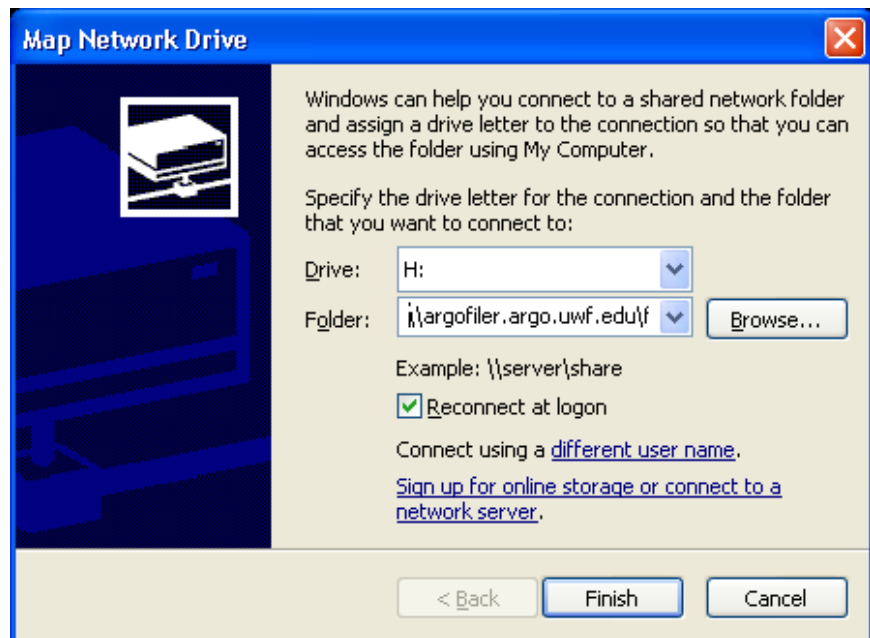
Student accounts

- **Web:** \\argofiler.argo.uwf.edu\students\web\user_name
- **Home:** \\argofiler.argo.uwf.edu\students\home\user_name

Department accounts

- **Web:** \\argofiler.argo.uwf.edu\facstaff\web\departmental_account_name
- **Home:** \\argofiler.argo.uwf.edu\facstaff\home\departmental_account_name

- Make sure **Reconnect at login** is checked.
- Click **Finish**.



Once you have mapped your Home and Web folders, they appear in the My Computer screen as shown below:

