How to Manually Map Network Drives via VPN

1. Start File Explorer by clicking Start, then type "File Explorer" and press Enter.



2. Choose Computer at the top of the window. Select the Map network drive arrow, click "Map network drive."



- 3. Click on the drop-down arrow to select the drive letter:
 - a. For G Drive, select G: and type <u>\\kuha\shares\departments</u> then click Finish.

| 🔏 Map N | etwork Drive |
|-------------|---|
| What ne | etwork folder would you to map? |
| Specify the | e drive letter for the connection and the folder that you want to connect to: |
| Drive: | G; ~ |
| Folder: | \\kuha\shares\departments |
| | Example: (Server)share |
| | Reconnect at sign-in |
| | Connect using different credentials |
| | Connect to a Web site that you can use to store your documents and pictures. |
| | |
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| | |

For H Drive, select H: and type <u>\\kuha\shares\users\users\username</u> (replace username with your network ID). Then click Finish.

| What ne | e drive letter for the connection of the folder that you want to connect to: |
|-----------|--|
| opeeny an | |
| Drive: | H: |
| Folder: | \\kuha\shares\users\username V Browse |
| | Example: \\server\snare |
| | Reconnect at sign-in |
| | Connect using different credentials |
| | Connect to a Web site that you can use to store your documents and pictures. |
| | |
| | |

- 🗧 🗧 This PC 2 ~ = departments (\\kuha\shares) (G:) -Drive Tools File Home Share View Manage. 个 > This PC departments (\\kuha\shares) (G:) > -Date modified Name
- 4. A new window opens and all mapped drive files should show up.

5. The mapped drives should now be available on the left side under "This PC" too.

