

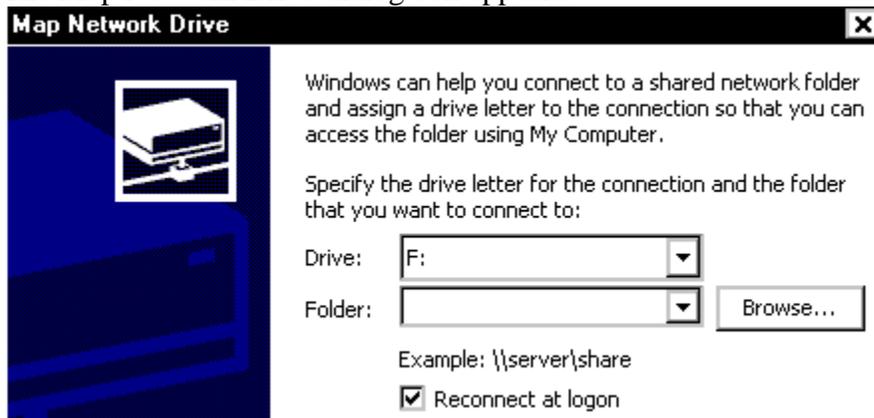
How to connect to the res_assistant Shared Network Drive

In order to access a network drive, each of your RAs must log on to the RA computer and connect or map the drive.

1. Reboot the RA computer.
2. On the Desktop, right click MY COMPUTER » select Map Network Drive...
OR

On the Desktop, right click MY NETWORK PLACES » select Map Network Drive...

The Map Network Drive dialog box appears.



3. From the Drive pull-down list, select the appropriate letter for the drive you are mapping
EXAMPLE: If you are mapping to your department share, select S:
4. In the Folder text box, type [\\fredshare\res_assistant](#) NOTE: You must know the exact name for both the server and the network share.
5. To preserve this mapping each time you log on, select Reconnect at logon
6. Click FINISH
The drive is mapped and ready to be accessed.
7. Reboot your computer and then go to My Computer to ensure the Resassistant is mapped and accessible.

Disconnecting a Network Drive

1. On the Desktop, right click MY COMPUTER » select Disconnect Network Drive...
OR
On the Desktop, right click MY NETWORK PLACES » select Disconnect Network Drive...
The Disconnect Network Drive dialog box appears.
2. From the Disconnect Network Drive dialog box, select the drive you want to disconnect
3. Click OK
The selected drive is now disconnected.

Please note that Resident Assistants only have access to read and copy documents from the Resassistant so if you need to edit a document please copy the document to your local computer. If you need a document posted to the Resassistant please send it to a senior staff member.