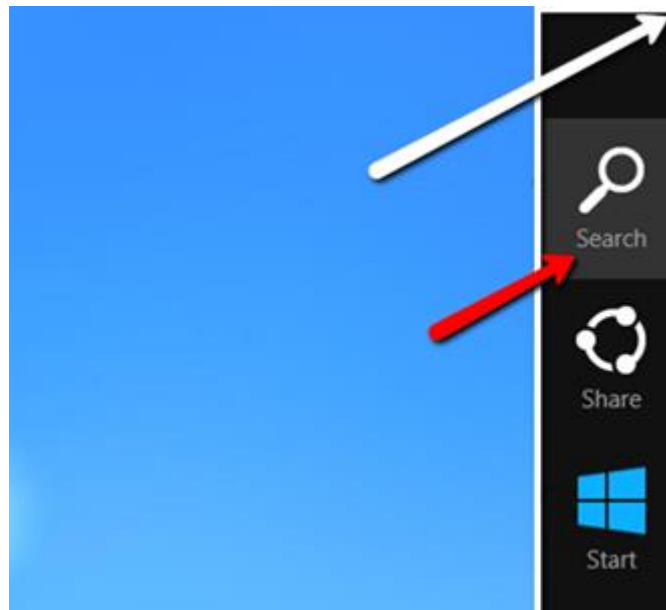


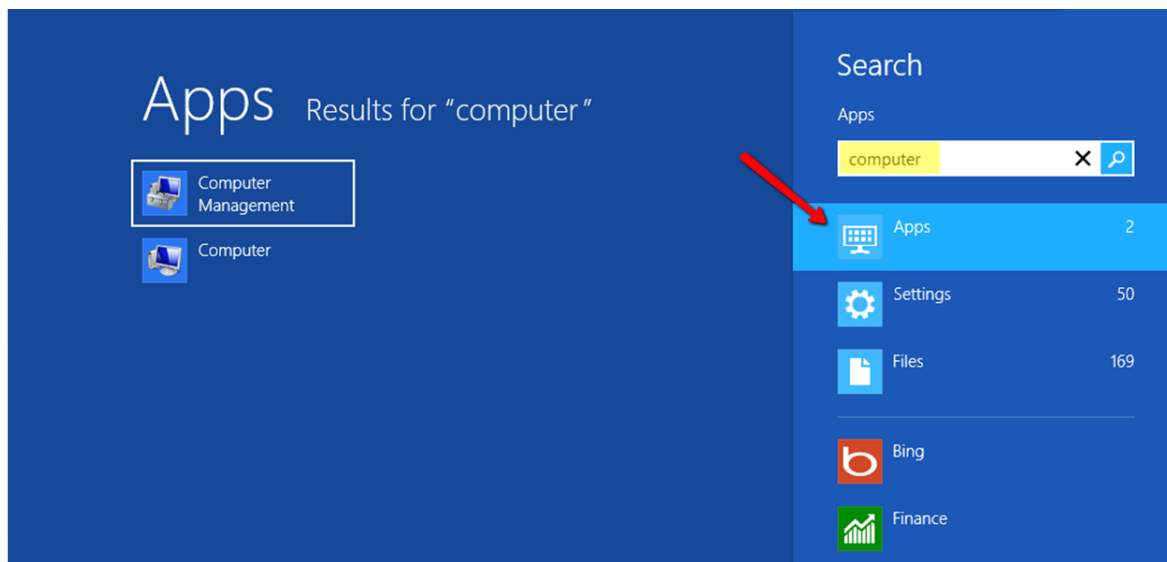
How to Map the Home Server on Windows 8

Mapping (sometimes called “mounting”) allows you to assign a drive letter on your computer to a server path so that you can connect to the server without having to remember and type the path every time. All active members of the Manhattan College community have access to password-protected storage space on our servers, ideal for storing files and accessing them on campus or on the go. This individual storage space is called Home Server.

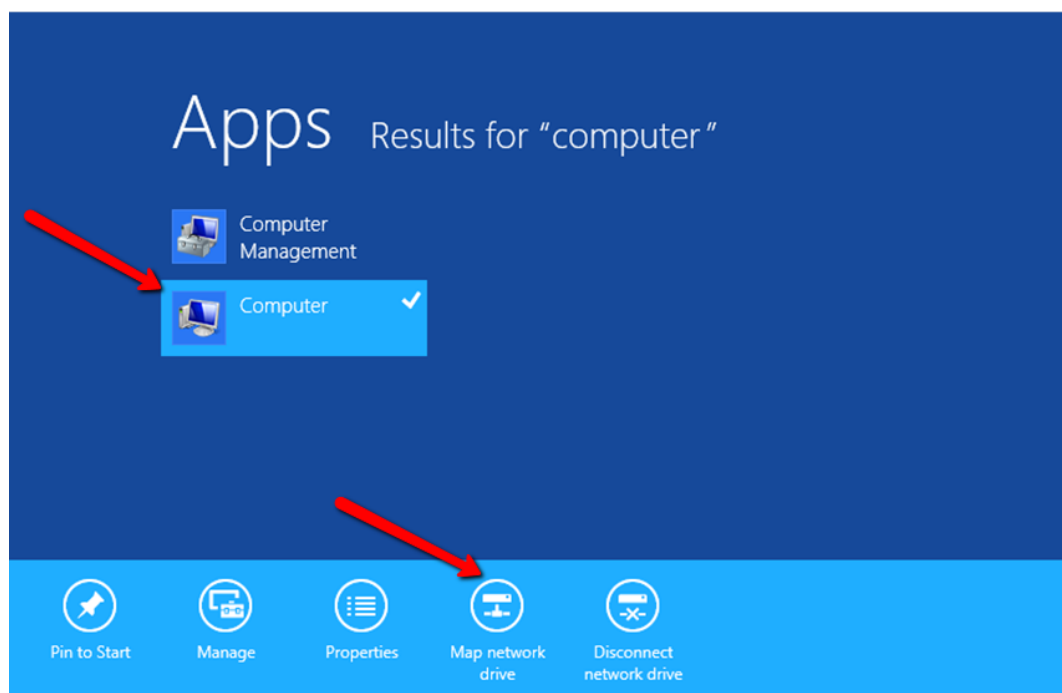


Step 1.

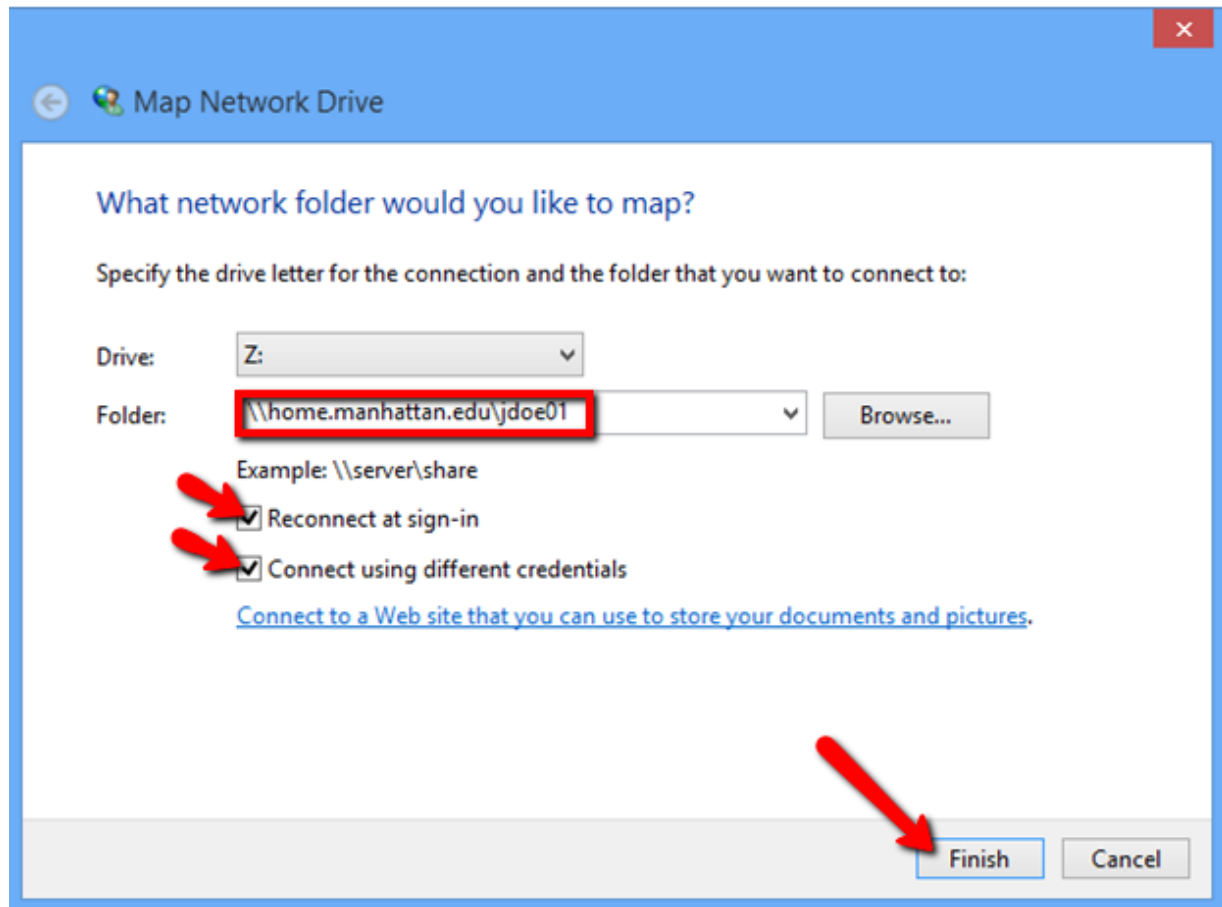
Move your mouse to the top-right corner of the desktop to reveal a menu on the right edge of the screen. Click on **Search**

**Step 2.**

Type "computer" in the text box below **Search** and click on **Apps** below the text box. **Computer Management** and **Computer** should appear on the left side of the screen.

**Step 3.**

Right click on **Computer** and click on **Map network drive** at the bottom of the screen.



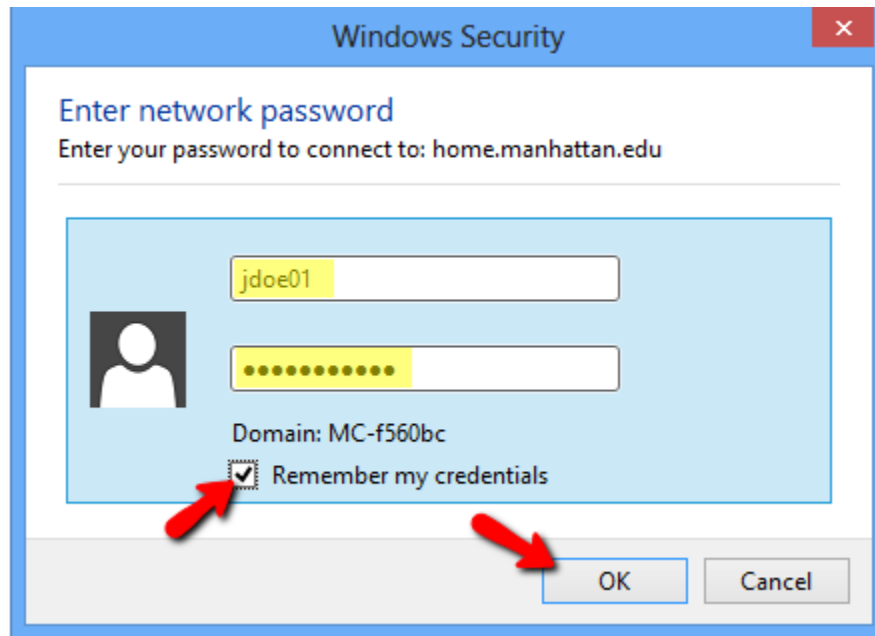
Step 4.

In the **Map Network Drive** window that appears, select the drive letter you would like to assign to the server path from the drop-down menu (any letter available may be used, and is meant to simply help identify the server path once it has been mapped). Type the path to the server, based on your Manhattan College email address¹, in the text box to the right of **Folder**.

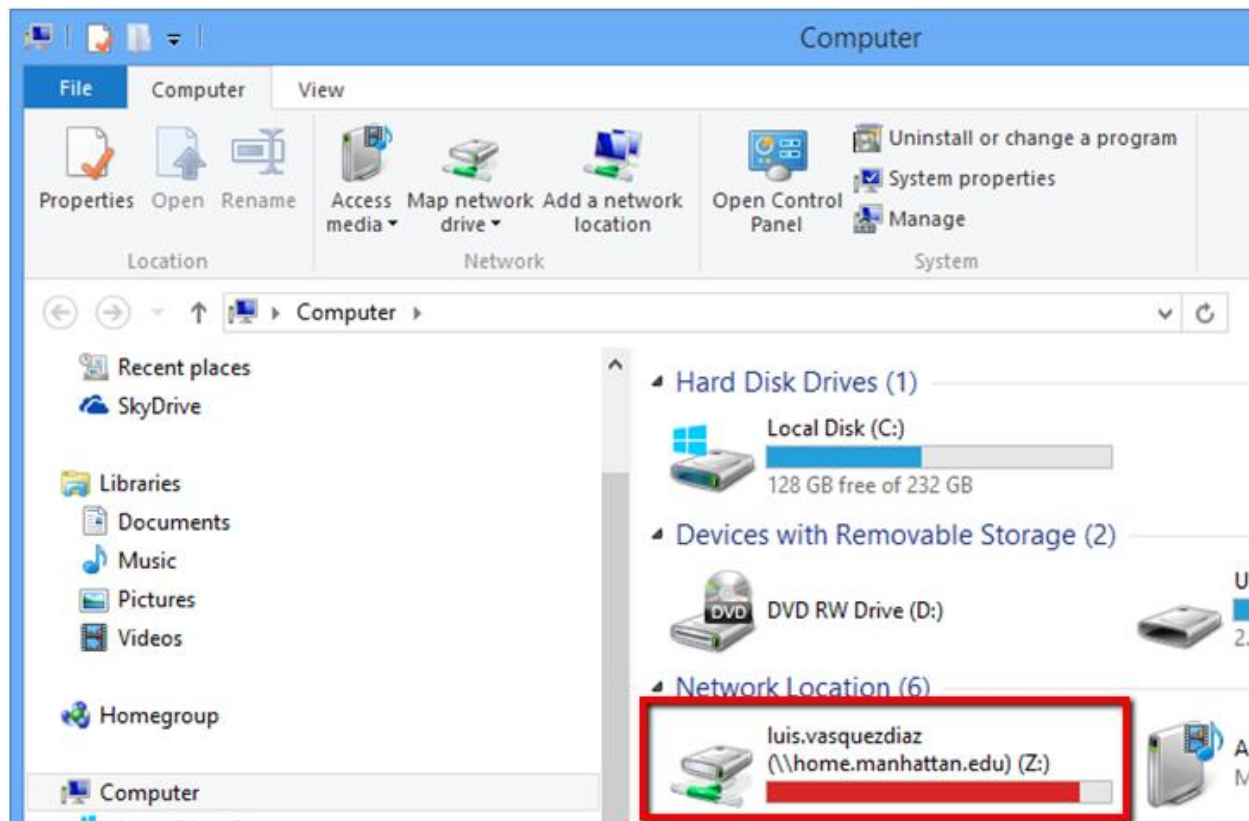
Make sure that the **Reconnect at logon** and **Connect using different credentials** boxes are checked.

Click on **Finish** at the bottom-right corner of the window.

¹ For example, if your Manhattan College email address is "jdoe01@manhattan.edu", type "\\home.manhattan.edu\jdoe01" in the **Folder** text box (the second portion of the path is your Manhattan College email address without "@manhattan.edu").

**Step 5.**

In the **User name** text box, type in your JasperNet ID (jdoe01). In the **Password** text box, type in your JasperNet Password. For future password-free access to this drive, make sure that the **Remember my credentials** box is checked (not recommended for public/shared computers). Click on **OK** at the bottom-right of the window.



Step 6.

Your Home Drive is now mapped to your computer. It can be accessed at any time by repeating **Steps 1 and 2**, double-clicking on **Computer** on the left side of the screen, and double-clicking on the drive letter selected in **Step 4**.

* Note: You will be asked to enter your **User name** (JasperNet ID) and **Password** (JasperNet Password) each time you view the contents of this drive unless the **Remember my credentials** box was checked in **Step 5**.