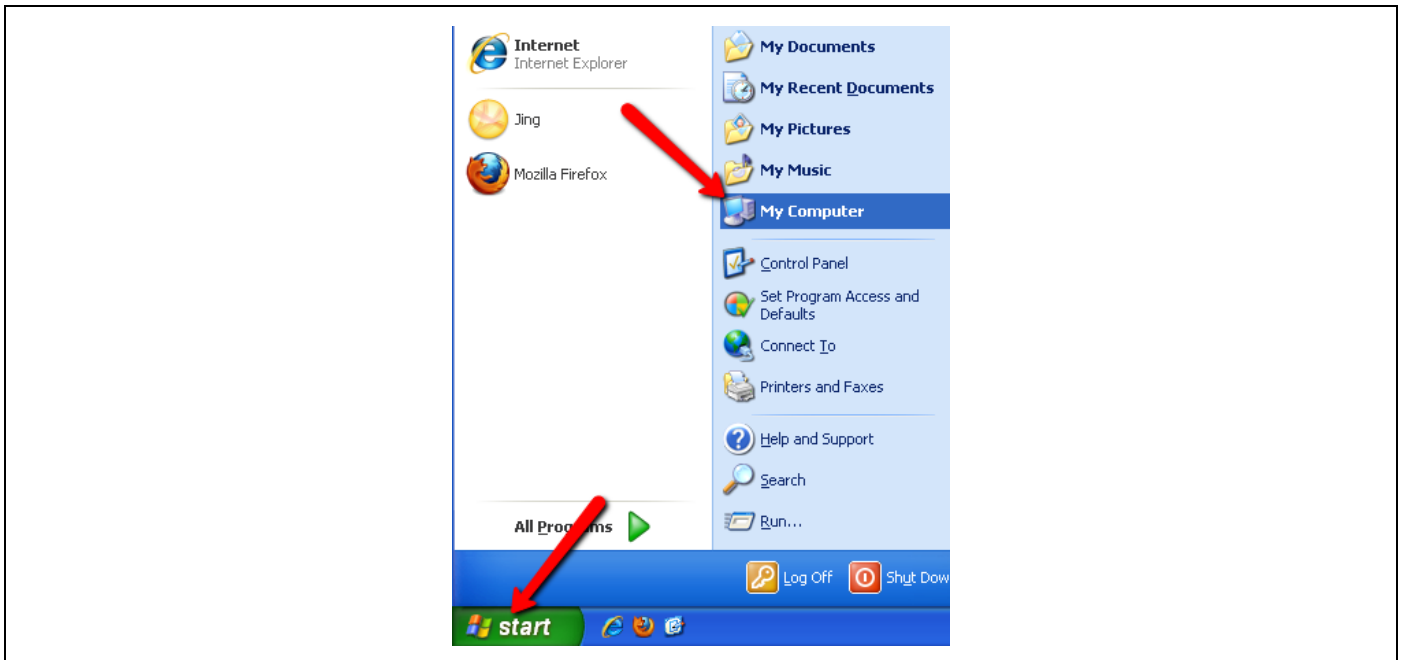


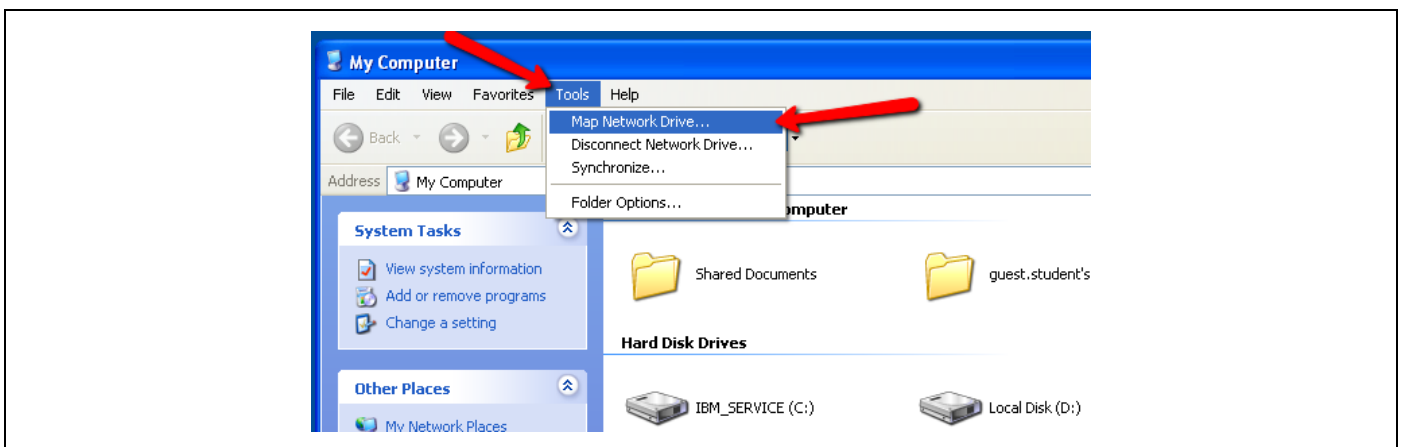
How to Map the Home Server on Windows XP

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.



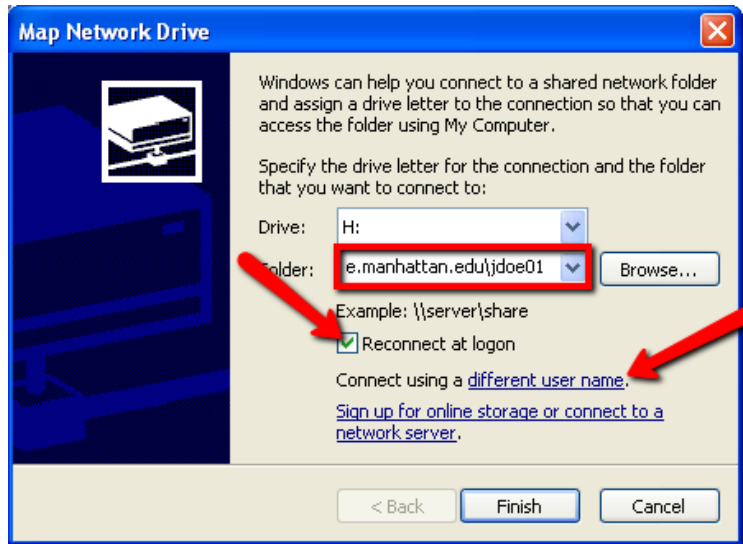
Step 1.

Click on the Windows icon at the lower-left corner of the screen to access the **Start** menu. Then click on **My Computer**.



Step 2.

In the window that appears, select the **Tools** menu and click on **Map Network Drive**.

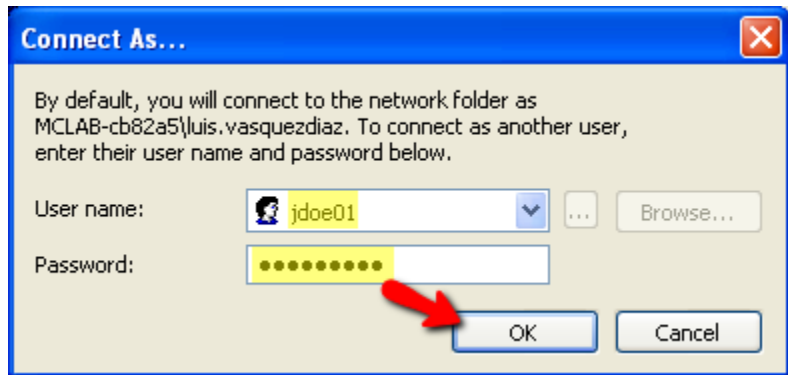


Step 3.

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 to the right of **Drive:** (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:**.

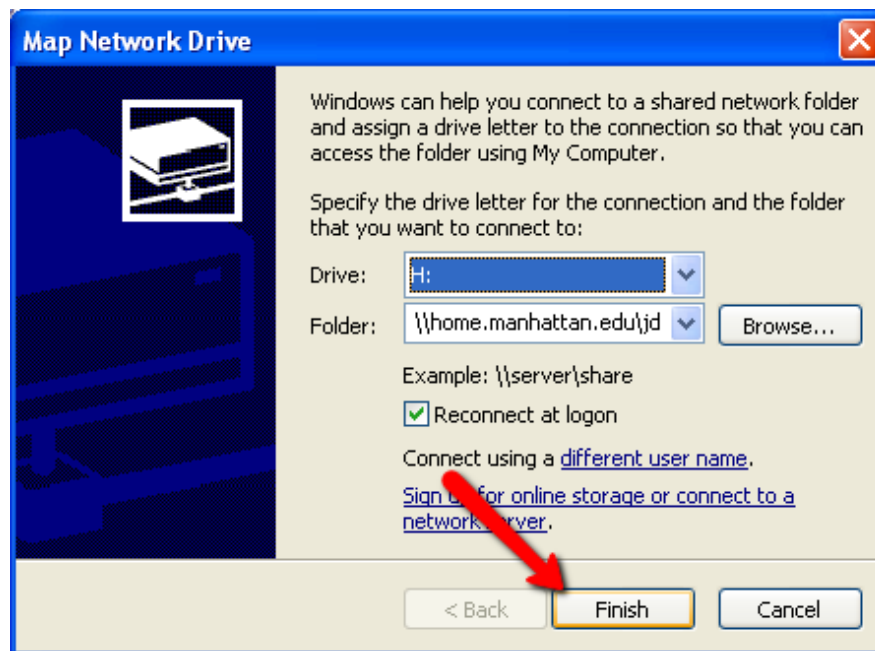
Make sure that the **Reconnect at logon** box is checked. Click on the **different user name** hyperlink.

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

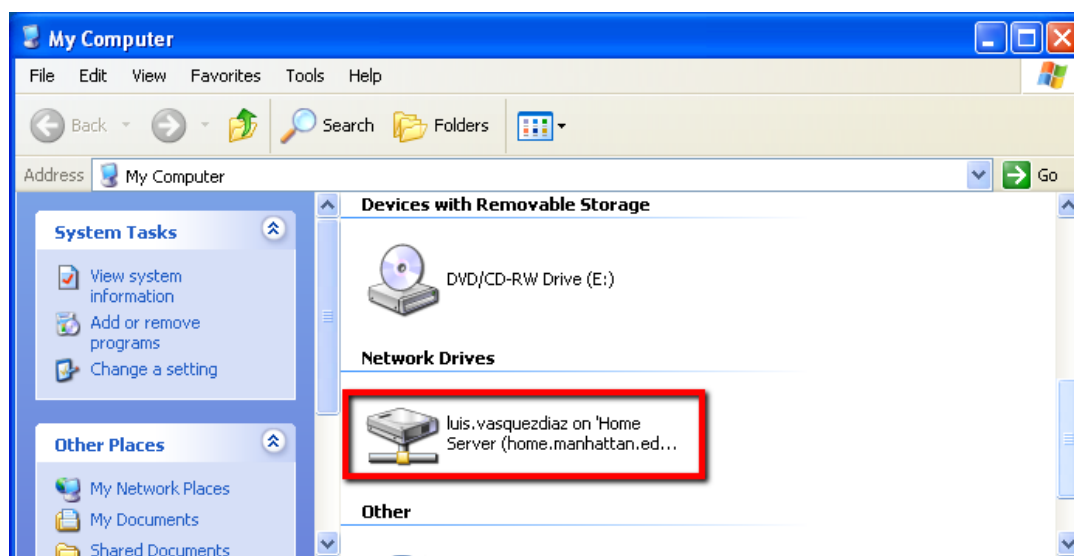


Step 4.

In the **User name** text box of the **Connect As...** window, type in your JasperNet ID (jdoe01). In the **Password** box, type in your JasperNet Password. Click on **OK** at the bottom of the window.

**Step 5.**

Click on **Finish** at the bottom of the **Map Network Drive** window.

**Step 6.**

Your Home Drive is now mapped to your computer. It can be accessed at any time by selecting **My Computer** from the **Start** menu (**Step 1**) and double clicking on the drive letter selected in **Step 3**.