



UMass

Dartmouth

COMPUTING AND INFORMATION
TECHNOLOGY SERVICES – CITS

IT Service Center

Active Directory Instructions for Windows Laptop Users

Connecting to Your Shared/Mapped Drives from an off campus computer

Please note that if you are attempting to connect to your mapped/shared drive from a computer that is on campus and connected to the internet via Ethernet (not wireless) you will not need to connect to VPN.

If you are connecting to the Internet via wireless or from anywhere off campus, your laptop will not automatically map your network drives/shares.

In order to connect to your mapped drives from an off campus computer:

- Connect your computer to the Internet via Ethernet or Wireless
- Make a VPN connection (for instructions on creating a new VPN connection please visit www.umassd.edu/cits/wireless)
- If you have already an icon for UMassD Automatic VPN on your desktop, your drives will automatically map once you connect and you will not need to follow the mapping instructions below. However, if you do not have this icon and/or your drives do not automatically map, please follow the instructions below.

Mapping the Drive

- Right Click on the icon My Network Places or My Computer
- Select Map Network Drive
- Select U: from the Drive Menu
- Click on the arrow in the Folder field to see if your User Share is already there:
- [\\vnx-cifs\users\\$\(your userID for example JSmith\)](#) so the path would be [\\vnx-cifs\users\\$jsmith](#)
- If it's already there, select it and Click Finish
- If it's not there, type [\\vnx-cifs\users\\$\(your userID for example JSmith\)](#) in the folder field and Click Finish
- If you are prompted for a username and password, enter `umdar\your username` in the Username field
- For example – `umdar\jsmith`
- Enter your EMail password in the password field
- Click OK
- Click Finish

If you have any questions or comments about connecting to your mapped drives, please contact the IT Service Center at 508-999-8790 or via email at ITSCenter@umassd.edu.