

\*\*\* If mapping a drive (or multiple) on a new device that you already have access to on a work computer, it may be helpful to take a screenshot of your work computer's current mappings so you know what shares you have access to and their names! \*\*\*

- Right click on the Windows logo in the bottom left corner of the system tray and select "File Explorer".
- Right click on "My PC" and choose "Map network drive..."

You'll be presented with this window:

- In the "Drive" field, choose the Drive Letter you prefer
- For the "Folder" field, enter the following: [\\Kanga\nameofyourshare](#)
- Make sure "Reconnect at sign-in" is checked, and "Connect using different credentials" is *not* checked.
- Click Finish.

If you are then prompted to enter credentials:

- ⇒ For the username enter the short name of your SDSUid (without the @sdsu.edu) with "id\" qualified in front of the name: id\jdoe,
- ⇒ and the password should be your SDSUid password.