

Mapping Network Drives in Windows

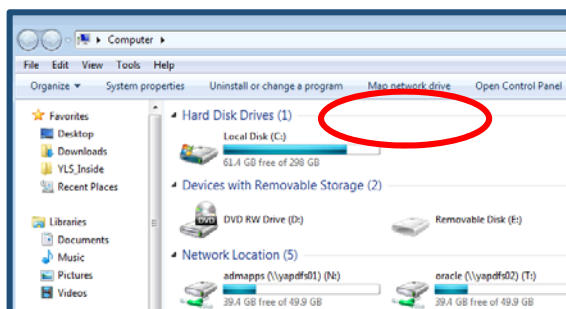
Windows 7 (Be sure you are on YaleSecure or Yale VPN)

1. Click on the Start Button

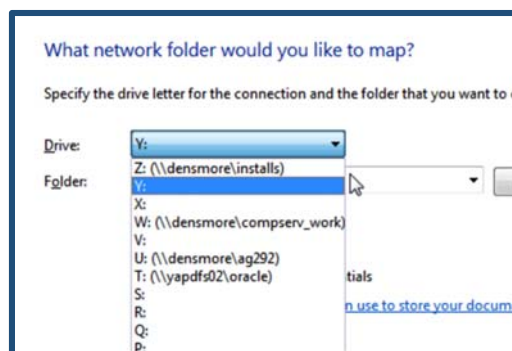


2. Click on "Computer"

3. Select "Map network drive" from the menu bar.



4. Click on the "Drive:" box drop down arrow, and select a drive letter that does not have anything to the right of the colon. This means the drive is available.



5. Copy and Paste the following address into the "Folder" field, replacing "%Netid%" depending upon your role at the Law School:

- A. For Full-Time Faculty:

\\mandrake.law.yale.edu\faculty\%NetID%

- B. For Visiting Professors, Lectures, Research Scholars, etc.:

\\mandrake.law.yale.edu\affiliate\%NetD%

- C. For Faculty Assistants:

\\mandrake.law.yale.edu\assistants\%NetD%

- D. For Staff (replace %department% with your department name*):

\\files.law.yale.edu\%DepartmentName\users\%NetID%

- E. For Staff Department files:

\\files.law.yale.edu\%department%\%department%_Work

- F. For Library Staff Files:

\\files.law.yale.edu\library\users\%NetID%

- G. For Clinic Faculty and Staff :

\\clinics.law.yale.edu\ylsclinics\%NetID

- H. For Students:

\\gryffin.law.yale.edu\students\%NetID%

- I. For Journals:

\\gryffin.law.yale.edu\journals

6. Check the box "Reconnect at logon", if it is not already checked.

7. Check "Connect using different credentials"

8. Click Finish

9. When prompted sign in with **YALE\%Netid%** as your username.

