II.8 Procedure for Mapping Foundation Share Drives

This document describes how to map the foundation share drives in Windows XP. Note: You may not have access to all of these drives. This document describes the basic setting-up of the drives.

1. Foundation Shares
   a. Foundation: `\chinook.sw.alaska.edu\vol2\foundation`
   b. Founddevshare: `\chinook.sw.alaska.edu\vol2\founddevshare`
   c. Development: `\chinook.sw.alaska.edu\vol2\development`
   d. SWDevelopment: `\chinook.sw.alaska.edu\vol2\swdevelopment`
   e. Foundshare: `\sw-finsys1.apps.ad.alaska.edu\data\foundshare`

2. Mapping a drive
   a. Open “My Computer”
   b. Select Tools, then Map Network Drive
c. Select a drive letter. NOTE: I suggest choosing one in the middle of the alphabet. **DO NOT** use a drive letter immediately after your internal drives because this will cause jump/thumb drives, cameras, and other devices to not map correctly.

![Map Network Drive](image)

D. Copy and paste (or retype, or click the `browse` button to search by hand) the appropriate link from above into the **Folder** dropdown.

![Map Network Drive](image)
e. If you work in the foundation, click the *Finish* button. If you are located at a
campus, continue to instruction f.

f. If you work at a campus, click the *different user name* link below the *Reconnect at login* checkbox.
g. In the *Connect As* dialog box, put in your username preceded by `sw\`

![Connect As dialog box](image)

h. Put in your password. NOTE: This is your SW domain password. It is the same password you use to connect to citrix for Raisers Edge. It is **NOT** the password you use to log into your machine (unless you have them set the same).

![Connect As dialog box](image)

i. Click *Ok*
j. Click Finish