



Last Updated: October 2007

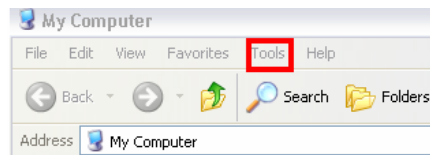
II.8 Procedure for Mapping Foundation Share Drives

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: <\\finsys1.sw.alaska.edu\data\foundshare>
2. Mapping a drive
 - a. Open “My Computer”

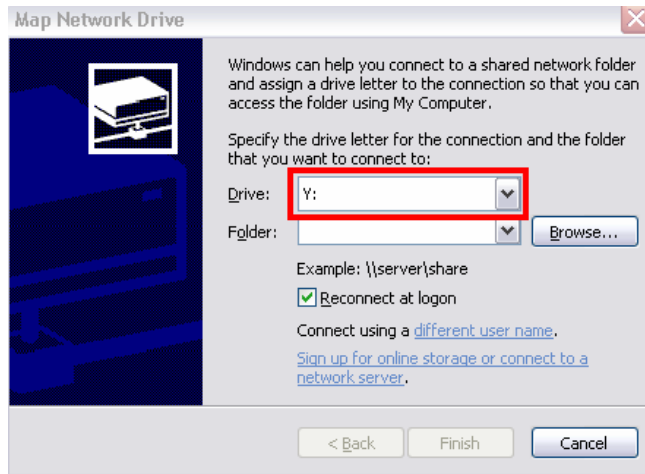


- b. Select *Tools*, then *Map Network Drive*

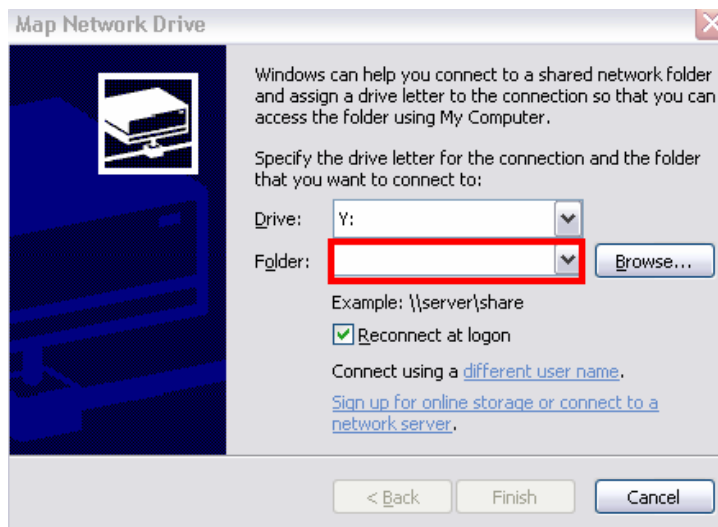




- c. Select a drive letter. NOTE: I suggest choosing one in the middle of the alphabet. **DO NOT** use a drive letter immediately after your internal drives because this will cause jump/thumb drives, cameras, and other devices to not map correctly

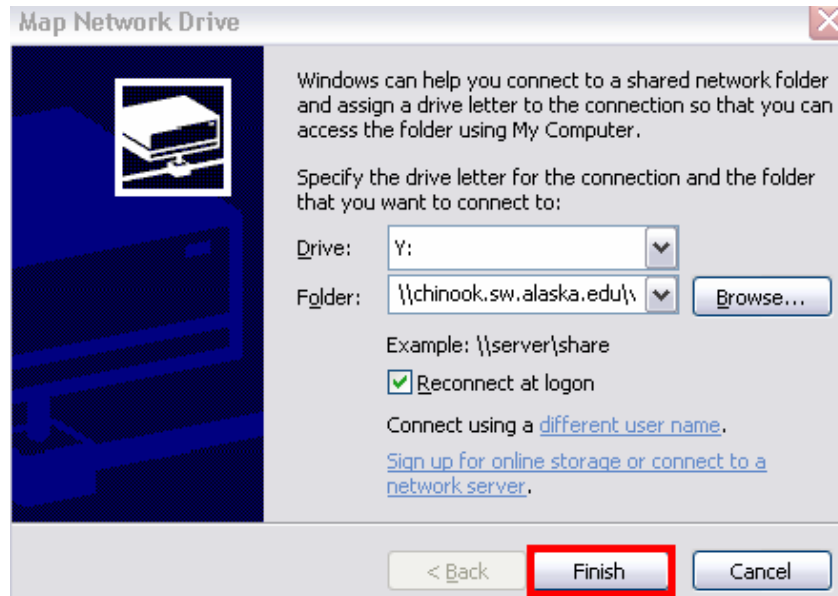


- d. Copy and paste (or retype, or click the *browse* button to search by hand) the appropriate link from above into the *Folder* dropdown

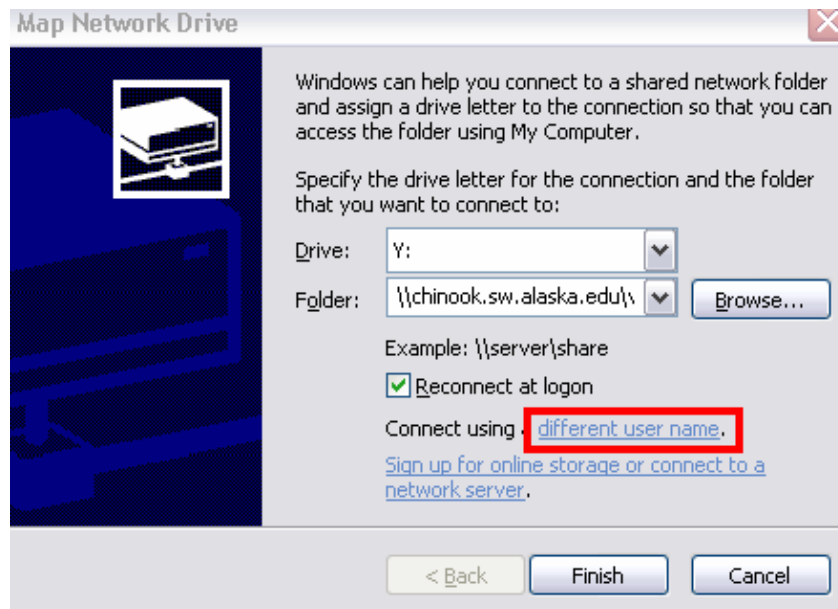




- e. If you work in the foundation, click the *Finish* button. If you are located at a campus, continue to instruction f.

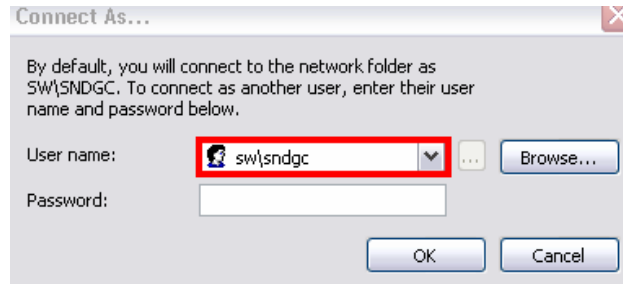


- f. If you work at a campus, click the *different user name* link below the *Reconnect at login* checkbox

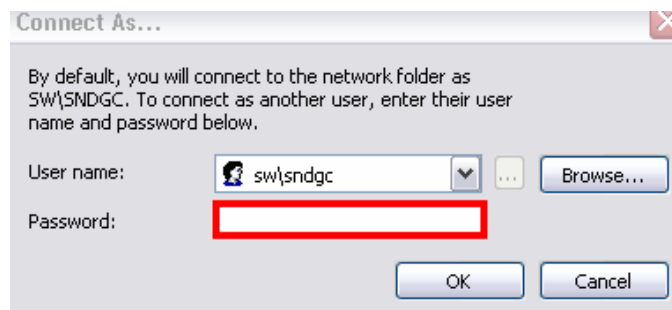




- g. In the *Connect As* dialog box, put in your username preceded by *sw*



- 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).



- i. Click *Ok*





j. Click *Finish*

