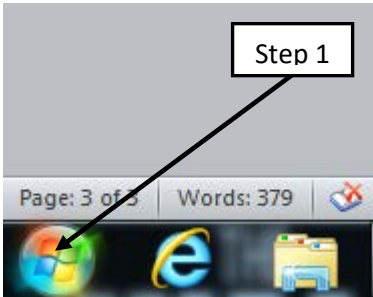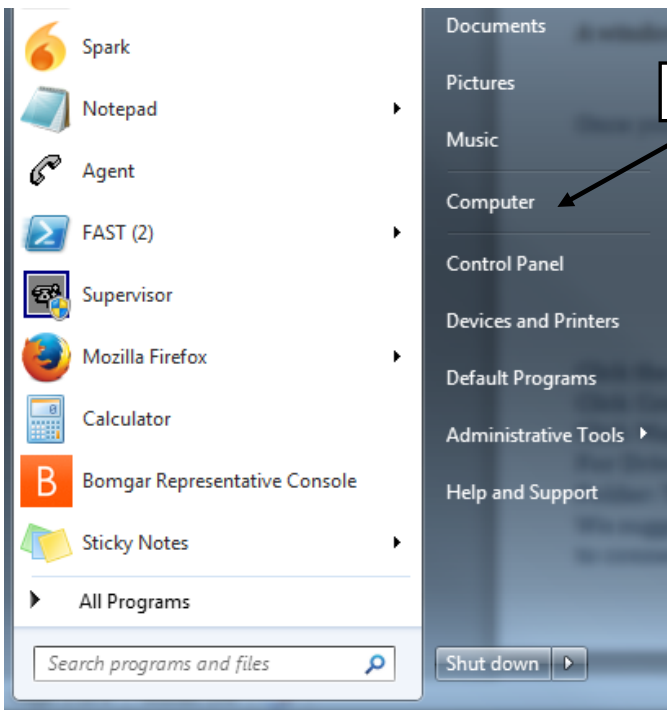# Mapping a Network Drive - Windows 7

The following steps will walk you through how to access the network drive or i:drive. If you are attempting to access the i:drive from off campus you will need to connect to the campus network using VPN first..

1. Left-click the **Start** button in the bottom left-hand corner of your screen.
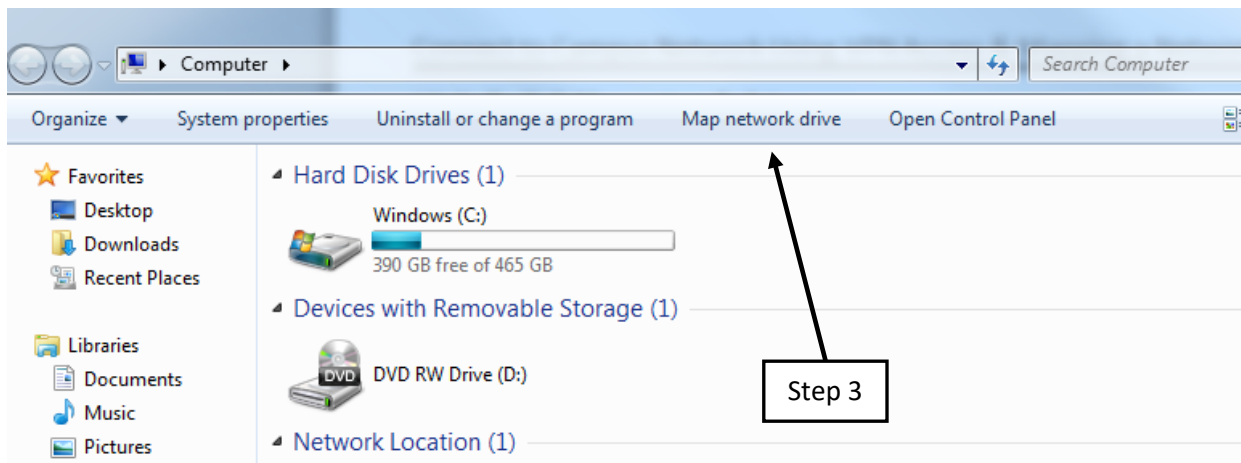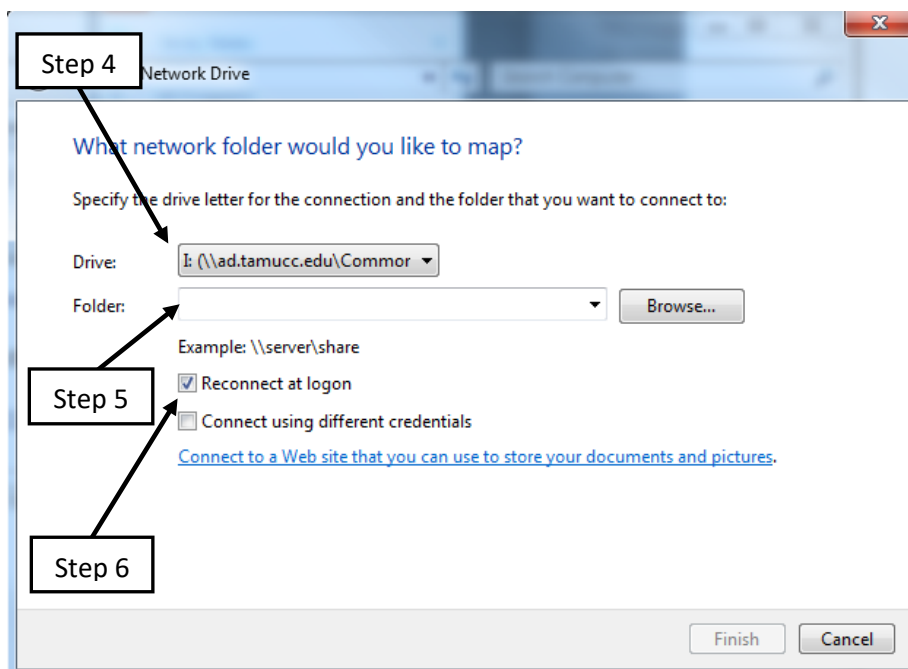

2. Left-click **Computer**.

3. Left-click **Map network drive**

4. At the Drive dropdown Menu Select **I:**
5. In the Folder: field Type **\\ad.tamucc.edu\Common**
6. We suggest that you uncheck **Reconnect at logon** if you are connecting from off campus.

7. Left-click **Finish**.

NOTE: If you are prompted for your credentials you will need to input your IslandID and password. Furthermore, you may need to put TAMUCC\ preceding your IslandID if you are using a non-university computer.

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