Network Drives for Windows

Objective: To allow the user to locate necessary district network resources while using a Windows device. These are commonly referred to as "Network drives", "Network shares", "I drive", "J drive" "home directory" and several others. The most common thing we've referred to them as has typically been "Network Drives", so, we'll just call them that in this document.

This document assumes the following: You are working with your Windows device from your Home or any location NOT within our school district buildings. You must be connected to the Internet. You will need to have completed going through the steps in the document titled "Global Protect for Windows", so that the Global Protect software is installed, running, and connected on your Windows device.

NOTE: Back-slash (\) is what is used in a couple of places in this document. It is necessary to use the specific Back-slash (\), and to not get it mixed up with the Forward-slash (/). The Forward-slash (/) will not work and is not used anywhere in this procedure.

Procedure:

1. To connect to a network drive, first minimize all open items so you are just looking at your Windows desktop. Click in the Cortana search magnifying class area that is next to the Start Menu. As in the picture below. As an anecdote, the "Start Menu" key on your keyboard that is located on the lower left of the keyboard between the Ctrl and Alt keys, will automatically put the cursor into that field also.
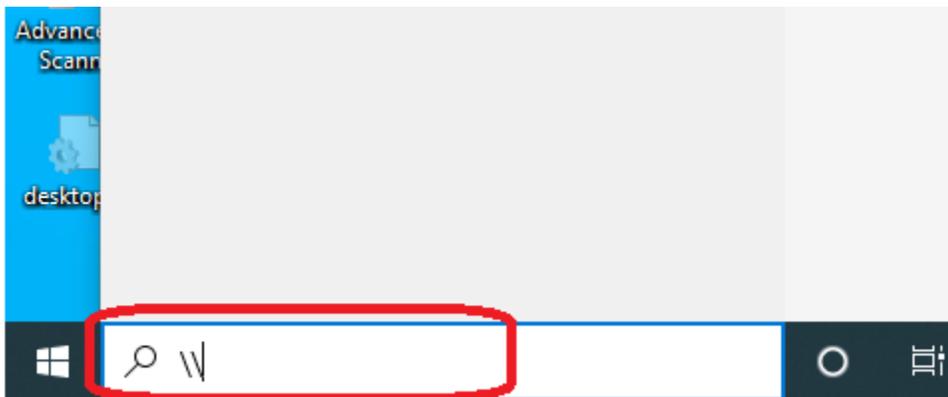
To connect to any servers' shared network drives, from this window, it will always begin with, Two, Back-Slashes, (\\), like in the above picture. Once you have that entered that is half the battle.

After the \\ you just need the name of the server. (We'll talk about making shortcuts for quick access in the future, later). Which server name should you connect to? Read on to see which ones you'll need.

2. **Network Drive Server Names:** There are not all that many shared drives, on an even smaller amount of server names, that teachers and staff utilize, so the first step to this is for everyone to know which server names they will need to connect to. Below is the list of server names, and the Shared Drives that reside on them. Now, do not worry, only specific users and groups have access to some of these. Just because someone "sees" a share name on their list when trying to connect, does that mean that they can access what is inside of the share. The same people that would normally have these as their "network drive letters" are the same people that would be able to browse to these folders over the network on a Windows or Mac device. The rest will be denied access.

Server Name	Share Name	Details
MSD-STOR1	Pictures-and-HR	The "P drive" – all staff access
MSD-STOR1	ELEM	CEPS building "J drive"
MSD-STOR1	WIS	WIS building "J drive"
MSD-STOR1	Business-Office	Only Business Office has access
MSD-STOR1	ACouncil	Only A-Council has access
MSD-STOR5	Software	The "S drive" – all staff access
MSD-STOR5	Training	The "T drive" – all staff access
MSD-STOR5	USVideo	Some staff use this still
MSD-STOR5	IMMS	IMMS building "J drive"
MSD-STOR5	Curriculum	Curriculum sharing network share
MSD-STOR5	BGShare	Only B&G department has access
MSD-STOR6	HS	HS building "J drive"
MSD-STOR6	TAG	Only TAG staff have access
MSD-STOR6	SpecEd	Only specific Special Ed staff
MSD-STOR6	Foods	Only Food Service
STORDO1	Health-Services	Health Services shared drive
STORDO1	<username>	"I" drives of District Office staff
STORELEM1	<username>	"I" drives of CEPS teachers & staff (some)
STORHS1	<username>	"I" drives of HS teachers & staff
STORIMMS1	<username>	"I" drives of IMMS teachers & staff
STORWIS1	<username>	"I" drives of WIS teachers & staff
MSD-STORELEM	<username>	"I" drives of CEPS teachers & staff (some)
MSD-STORELEM	<username>	<all soon migrated to STORELEM1>

3. Ok, so let's assume I am a teacher at IMMS, Marty Kvalheim, and, I would like to get into my i: drive, the IMMS j: drive, and, the district p: drive. That means I would need to know the server and share path of those three locations. Referring to the chart above, I can see that the IMMS teachers "I" drives are on STORIMMS1. The IMMS building J drive is on MSD-STOR5, and, the P drive is on MSD-STOR1.

4. So, going back to Step 1 above, where I had typed into the Cortana search window, the two Back-slashes (\\). After the \\ I would enter "storimms1". So it would read "\\storimms1" and would look like below.
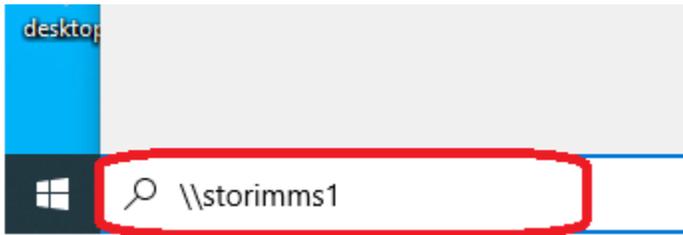
5. Hit Enter once you have that typed into the Cortana search field. That will bring up a window that should look like the one below on the Left. We want to ensure we are providing the username and password for our district network and NOT your local machines' username and password. We therefore want to click on the More choices link, circled below in the left picture. Which should then ensure we have a window that looks like the one on the Right hand side below. Note in that picture that "Use a different account" is highlighted in blue. And near the top it says "Enter your credentials to connect to: storimms1" (this will be whatever server name you are trying to connect to so it probably will be something other than "storimms1" there.) But then also important is that it is displaying for you both a User name field and a Password field like in the image on the Right, below.
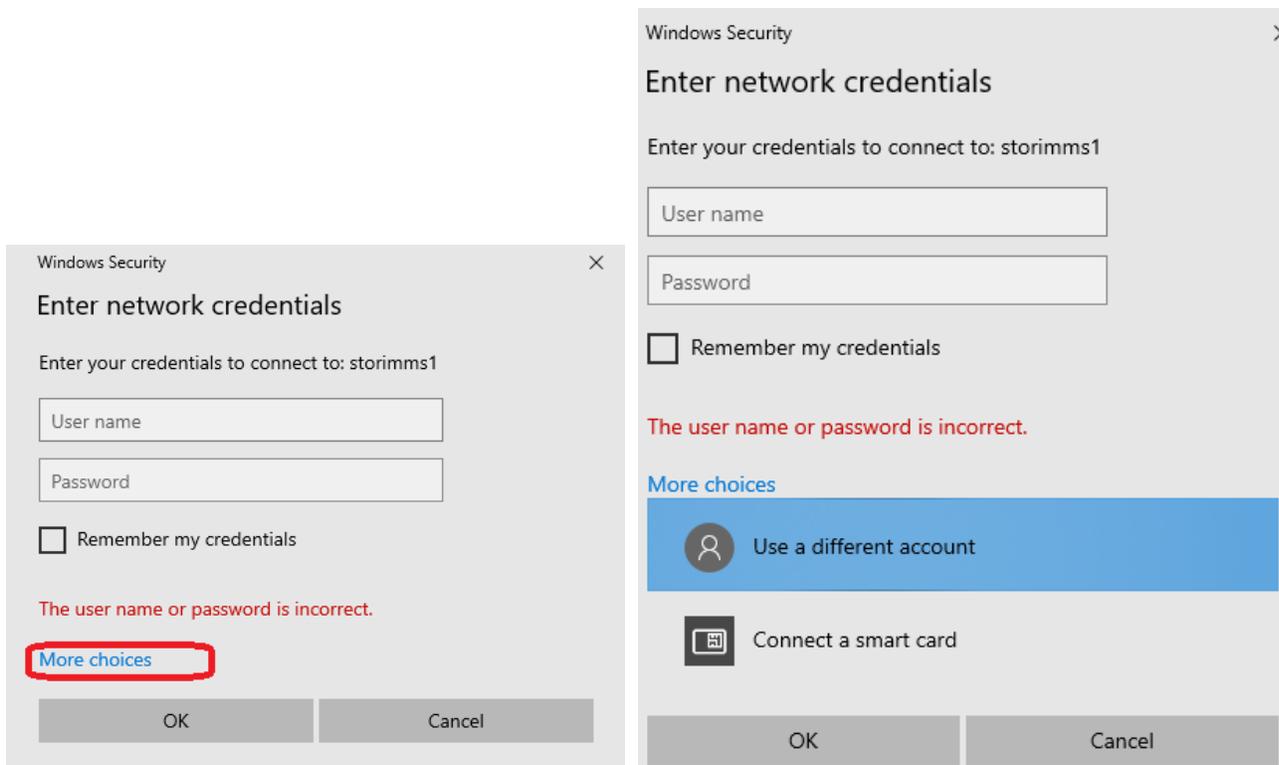
6. At this point, you will enter in the username field, without the quotes, "mcfarland\". Now again, it must be the Back-Slash (\), not the Forward-slash (/). After the "mcfarland\" you will put in your username that you use to sign in to your computer or other computers with our school district buildings. And then in the password field, your same password that you use when signing into the network. If I were Marty Kvalheim, this would then look like the image below. For you, you should see "mcfarland\(your username)" in the same format as the image below. At that point hit enter or click on the OK button.

Windows Security

Enter network credentials

Enter your credentials to connect to: storimms1

mcfarland\ kvalhem

Password   ◎

☐ Remember my credentials

The user name or password is incorrect.

More choices

    ⑧   Use a different account

    🔲   Connect a smart card

        OK   Cancel
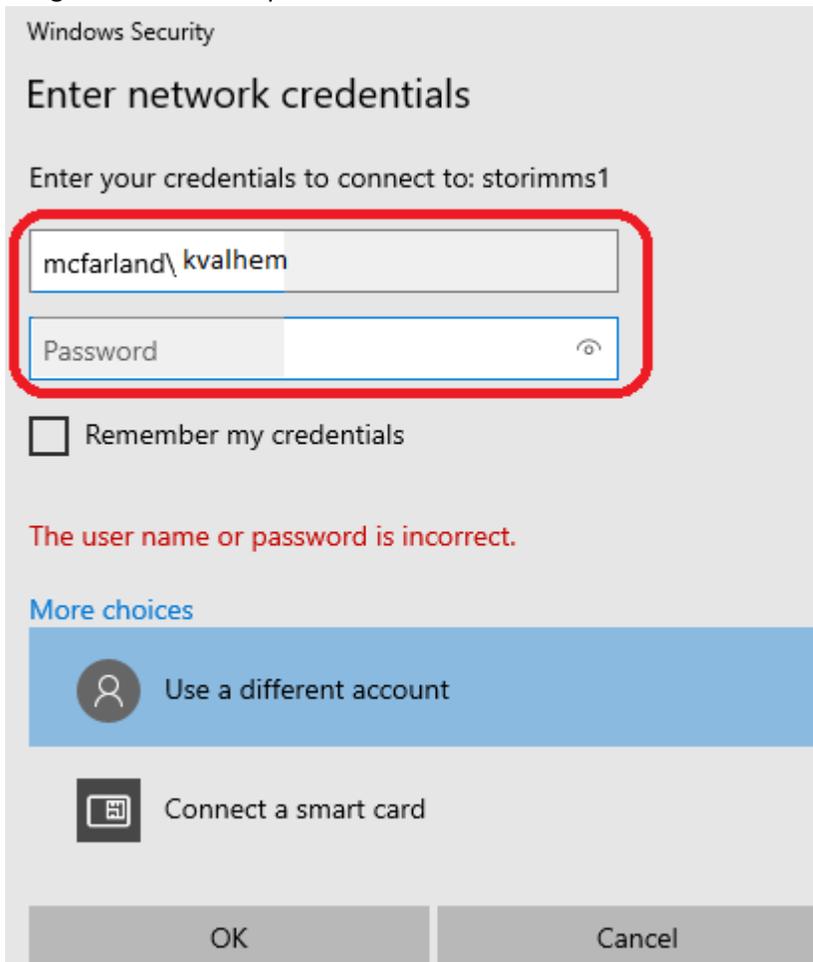
7. That will then lead you to a window that displays all of the staff members usernames as shared folders. In this case I would locate my KvalheM folder. Now, while I could go ahead and double-click on it and then be browsing my network files, I want to save myself time of getting to this location in the future. So I want to instead to a Right-Click on my folders share name.

8. When you have right-clicked on your shared folder, it will bring up a sub-menu. You will want to click on "Create shortcut", in that menu.

9. Answer Yes to the question that comes up.

10. You should then see this shortcut to your shared folder appear on your Desktop, similar to the one below. That shortcut can now be double-click at any time to bring up and browse that network share / network drive.

11. Now, to get the J drive and the P drive added the same way that I have added a shortcut to the I drive, I would just repeat steps 4 through 9. Only, I would refer to the chart on step 2, to choose the correct Server Name to connect to and the correct Shared folder name to select. Following the remainder of the steps I could then end up like in the image below, circled in red, where I have a desktop shortcut for each of those network drives that I would need access to.

For any questions with this or if you need further assistance, please send an email to TechSupport@mcfsd.org