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. For instructions on how to setup VPN access visit our Operating System Tutorials.

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

   ![Step 1](image1.png)

2. Left-click **Computer**.

   ![Step 2](image2.png)
3. Left-click **Map network drive**

![Image of Computer with Network Drive](image)

**Step 3**

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.

![Image of Network Drive Setup](image)

**Step 4**

**Step 5**

**Step 6**

7. Left-click **Finish**.

**NOTE:** If it asks 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.