

Mapping to TAMUQ Network Drives

ITS provides the following shared drive space for personal and departmental use:

Drive	Name	Usage	Path
H:	Home	Personal file storage	\\tamuq-nas1.qatar.tamu.edu\fs_users\$\user.name\home *replace "user.name" with your TAMUQ user name
I:	Internal Dept.	Files shared with department only	\\tamuq-nas1.qatar.tamu.edu\IDS\$
P:	Project Drive	Files shared among project members	\\tamuq-nas1\project\$
Q:	External Dept.	Files shared with entire campus community	\\tamuq-nas1.qatar.tamu.edu\EDS\$
X:	Scratch	Temporary storage of non-critical files	\\fairfield.qatar.tamu.edu\SCRATCH\$
W:	Personal Web Page	Files associated with personal web page	\\tamuq-nas1.qatar.tamu.edu\publish\firstname-lastname *replace "firstname" and "lastname" with your own
Z:	Student Share	Student shared drive with faculty access	\\tamuq-nas1.qatar.tamu.edu\student_share

To manually map these drives on your computer, follow these steps:

1. Click the Start button and select **My Computer**.
2. From the menu bar at the top of the screen, select **Map Network Drive** from the **Tools** menu.
3. The Map Network Drive window will appear (Figure 1). Select a blank drive letter from the **Drive** text box.

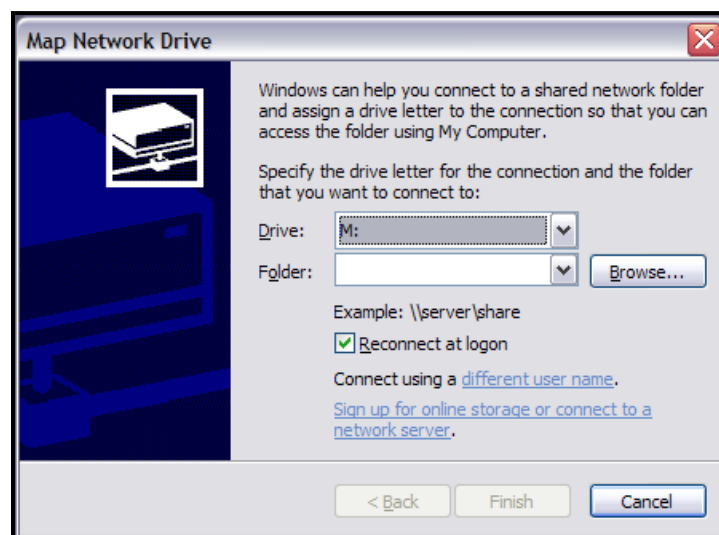


Figure : Map Network Drive wizard

4. In the **Folder** text box, type the path to the desired folder from the table above.

NOTE: If you want to see this drive each time you log on to your computer, **leave** the check mark in the **Reconnect at Logon** check box. If you only want to use this drive during the current work session, **remove** the check mark (Figure 1 above).

Use your TAMUQ username and password, typing your username in the following format:

qatar\firstname.lastname

5. Click the **Finish** button in the Map Network Drive dialog box to close it and return to the My Computer window.

The network folder that you mapped now appears at the bottom of the contents area under a new section called "Network Drives" and Windows automatically opens the folder in a separate window.