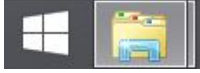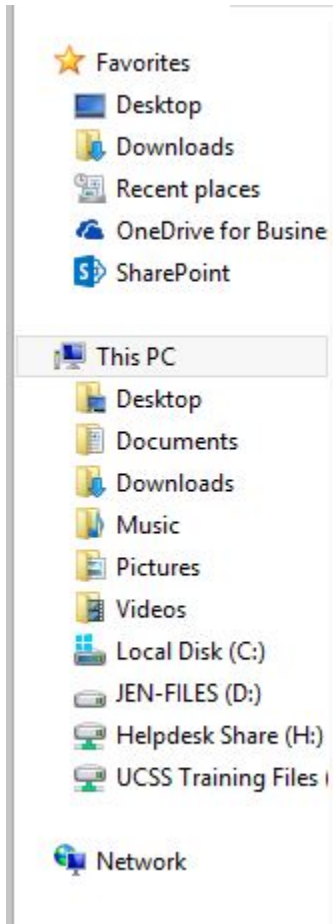# How to Map a Network Share PC/MAC
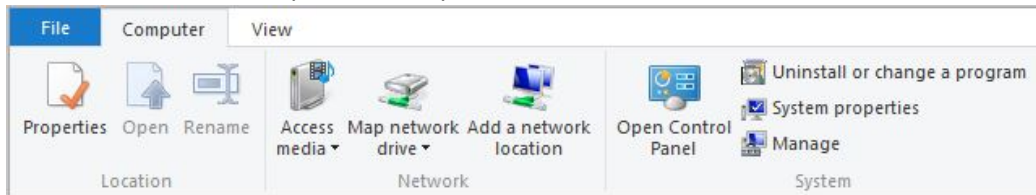
PC Instructions

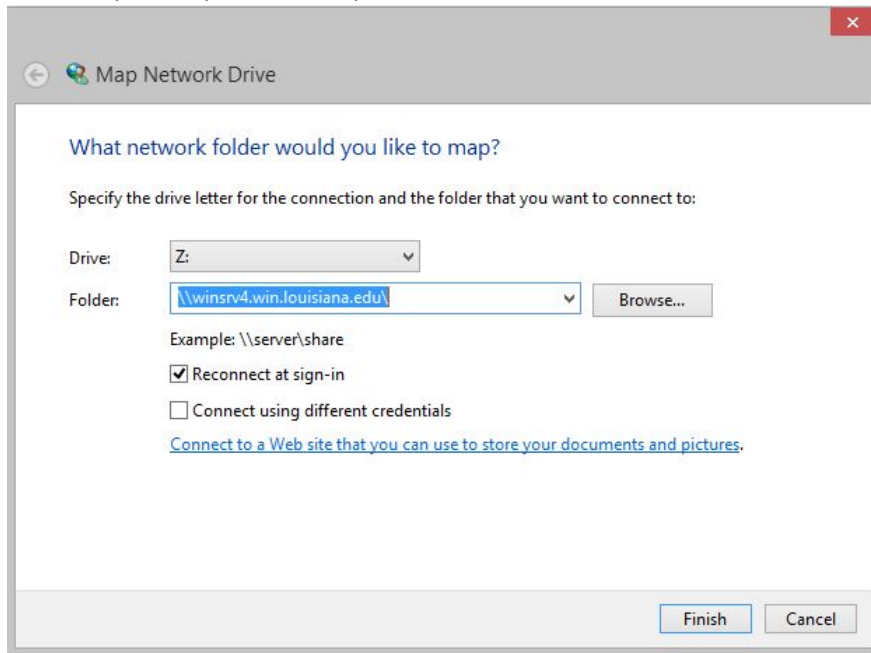1. Open Windows File Explorer

2. Select "This PC"

3. On the toolbar at the top select "Map Network Drive"

4. Select a drive using the drop down menu. After selecting the drive enter in the address for the new network share. The address will be \\winsrv4.win.louisiana.edu\. After the last \ in the share address you will type the name of your department's specific share.


5. Once you have typed in the address for the Network Share you can choose to have it "Reconnect at sign-in" if this is your primary computer. If this is a University computer then you can select "Finish" and it will connect you to the Network Share.

6. If you are using a laptop or computer that is not on the University network you will need to select "Connect using different credentials". This will pop up another window once you select "Finish". In that window you will need to enter your login information. Username should be WIN\CLID and your password will be the one you normally use to login.
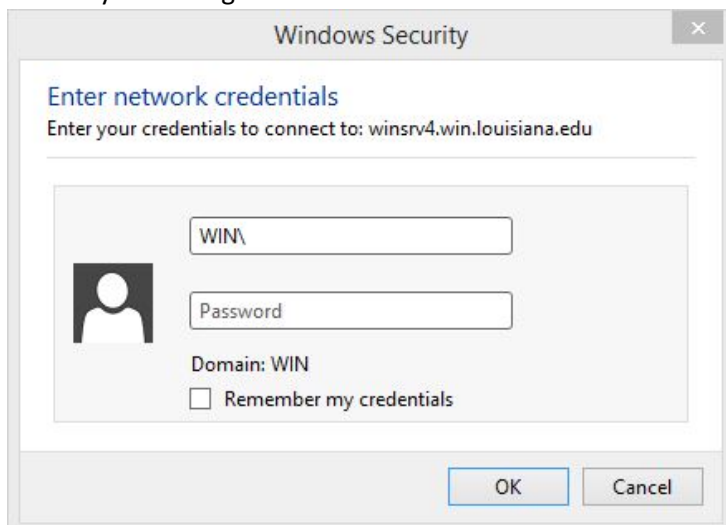
7. If you are using a laptop that has never been plugged into the University's internet using a hard line then you will need to connect before you will be able to access the Network Share.

8. Once you have connected to the Network Share you will be able to find it by going in Windows File Explorer & it will on the left-hand side under "This PC"
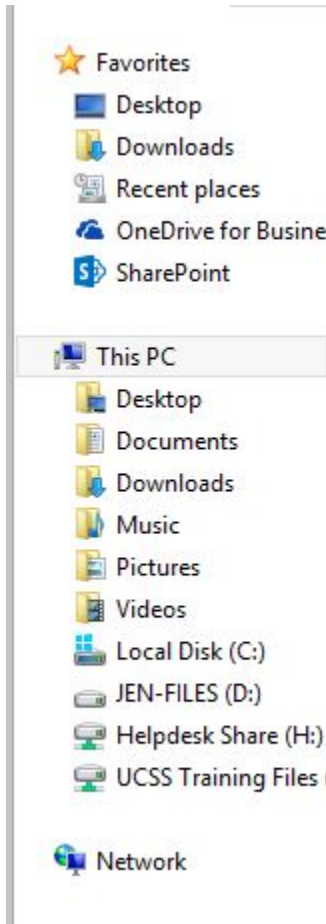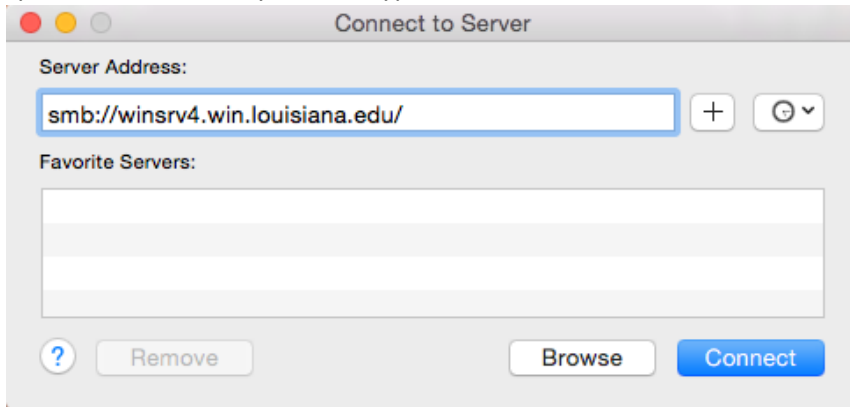

9. Once you are in the share you will see a folder labeled "Users". This folder will hold individual folders for each person who has access to this share. Only the person who's CLID the folder is labeled will have access to that specific folder. Anything placed in the main share folder where you see "Users" will be accessible by all who are included in the Share.

MAC Instructions

1. Once you have your MAC on you need to press the key combination (Command ⌘ + K). This will bring up a box that you will use to "Connect to Server".
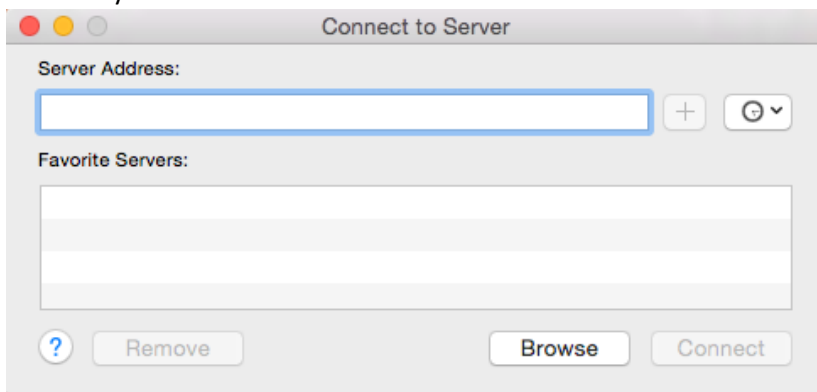
2. In this window you are going to type the address for your Department's Network Share. All network shares start with Smb://winsrv4.win.louisiana.edu/. After the last / you will enter name of your department's specific share. Once you have typed in the address click connect to access the Share.

3. Once you have connected to the Share you will be able to see it in your Finder window under Shared.
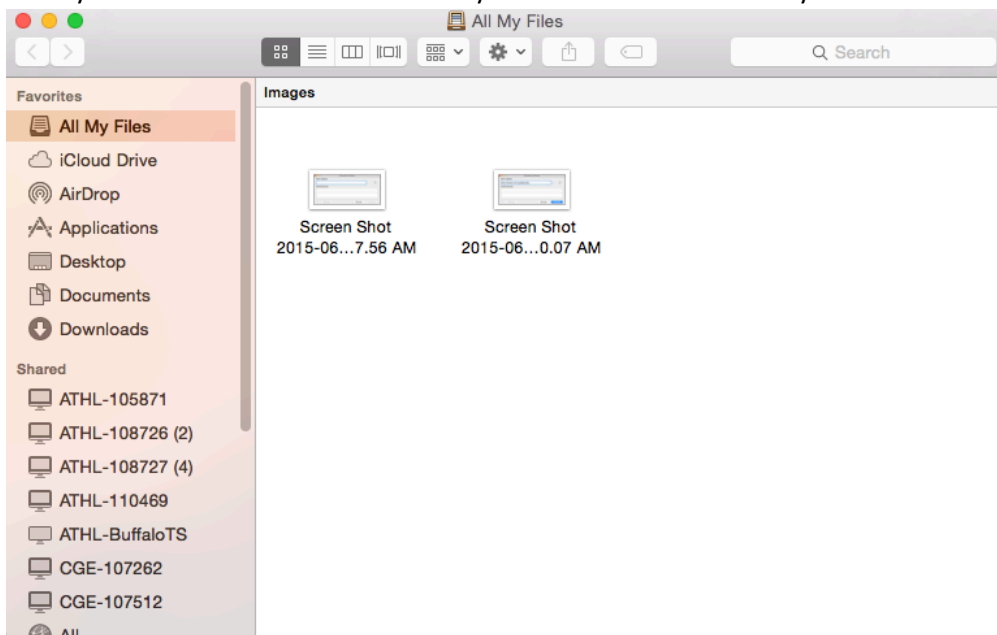
4. Once you are in the share you will see a folder labeled "Users". This folder will hold individual folders for each person who has access to this share. Only the person who's CLID the folder is labeled will have access to that specific folder. Anything placed in the main share folder where you see "Users" will be accessible by all who are included in the Share.
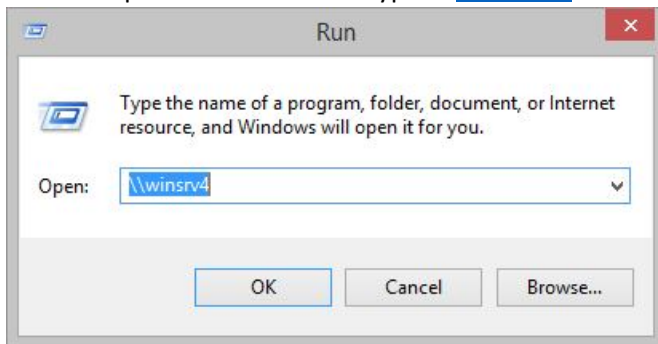
# How to Locate the Name of your Network Share

PC Instructions

1. You will need to open the "Run box" press the key combination (Windows key + R)

2. This will open "Run". You will type in \\winsrv4 into the address field. Click OK.
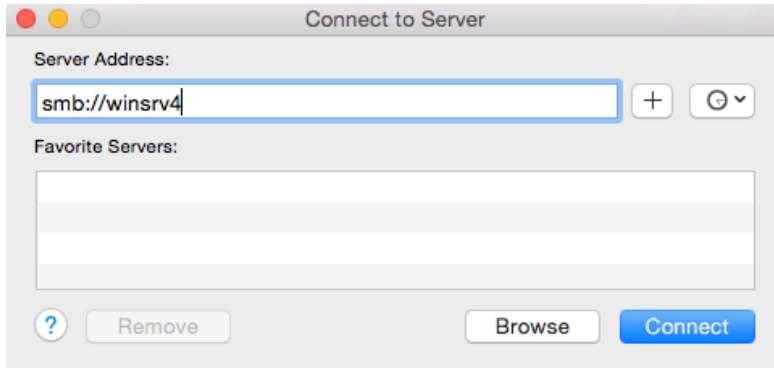

3. This will open a window with all the Network Shares that are available. You will need to scroll through to find the one for your department. That is the name that needs to go at the end of the address when trying to connect to your Network Share.
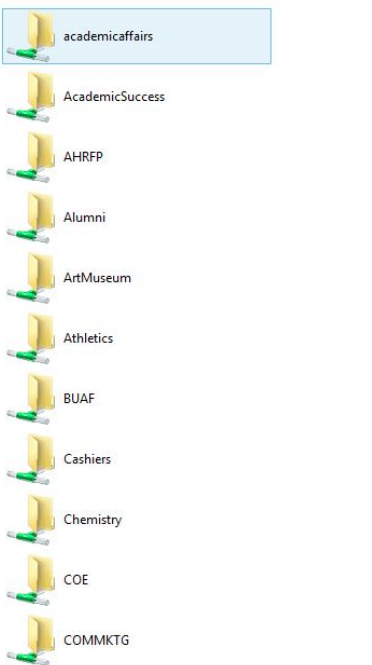
MAC Instructions

1. Once you have your MAC on you need to press the key combination (Command ⌘ + K). This will bring up a box that you will use to "Connect to Server". You will type smb://winsrv4 in the address field. Click Connect.

2. This will open a window with all the Network Shares that are available. You will need to scroll through to find the one for your department. That is the name that needs to go at the end of the address when trying to connect to your Network Share.