Setting Up File Server Access on a Windows Computer

To access this service from a Windows computer do the following:

1. Click Start -> Computer

2. From the Computer window click Map Network Drive...

3. In the Map Network Drive window
   a. Select a Drive letter not being used (the letter that shows up in the window can be used)
b. Folder is: `\nasn2ac.cc.emory.edu\oxfs\departments\<folder>` (the folder should be given to you)
c. Check Reconnect at logon

d. Check “Connect using different credentials”
e. Click Finish
f. In the Windows Security window type
   i. Emoryunivad\<NetId> (ex. emoryunivad\jdoe)
   ii. <your password> (ex. 987pa55)

   ![WindowsSecurity](image)

iii. Click OK

4. The file server folder will open on the desktop using the drive letter specified in step 3a

5. Contact OCIT if there are problems by opening an AskIT request
   (http://oxford.emory.edu/AskIT)