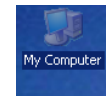


Mapping A Personal Laptop to the Z:\ while on the School Network

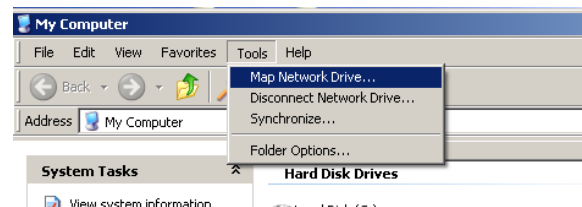
***This tutorial is written for individuals using a Windows Operating System (Windows 2000, XP, 7, etc).**

Step 1: Ensure that your computer is connected to the school network. (A good way to check is to make sure that you have internet access.)

Step 2: Go to the *My Computer* icon , double click to open the Computer Window.

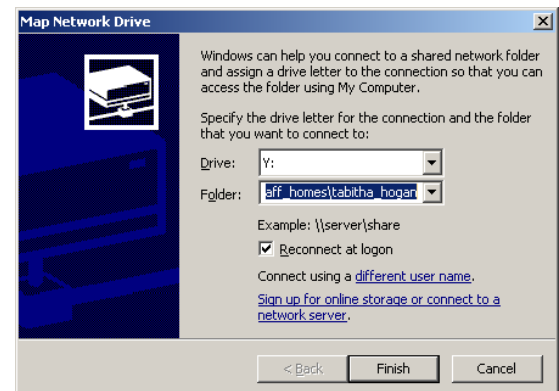


Step 3: Select *Tools* → *Map Network Drive*



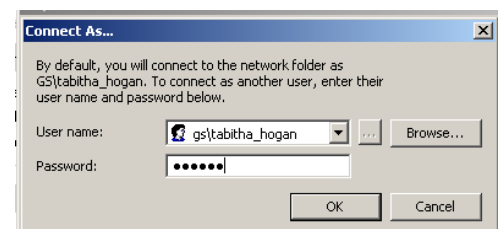
Step 4:

- Select a Drive Letter of your choice that is unused.
- In Folder type:
\\10.0.0.89\Staff_Homes\yourusername
 - Ex \\10.0.0.89\Staff_Homes\tabitha_hogan
- Make sure to check "Reconnect at Login"



Step 5: Select "*Connect Using a Different User Name*"

- In User Name type: GS/Yourusername
 - Ex: GS\tabitha_hogan
- In Password type: Your district password
- Select "OK"



Step 6: Select "Finish" in the Map Network Drive Window