

# Access your U: Drive from your Laptop

## Windows Users: Students

If you would like to access your network folder on **Discovery** (i.e. your "U: drive") to edit and save files, follow these steps:

1. Double-click on the "My Computer" icon on the desktop.
2. Open the Tools menu and select "Map Network Drive".
3. Select an available drive letter (choose U: if it's available.)
4. Type the path to your network folder:
  - a. If your Discovery username is based on your last name and middle initials (e.g. doej or smithra1): In the "Folder" field, type \\discovery\users\first\_letter\_of\_your\_username\your\_username. For example, if your username is doej, you would type in \\discovery\users\d\doej.
  - b. If your Discovery username is your student number: In the "Folder" field, type \\discovery\users\2nd\_last\_number\_of\_your\_student\_number\last\_number\_of\_your\_student\_number\your\_student\_number. For example, if your student number is 123456789, you would type in \\discovery\users\8\9\123456789.
5. Click the link to "Connect using a different user name" link right beneath the Folder field. Type discovery\yourusername in the Username field and your Discovery password in the password field. Click OK. Click the Finish button on the Map Network Drive dialogue box.
6. You will now see an icon in the "My Computer" window labeled "your\_username on Discovery". Double-click this icon to view and open the contents of your network folder. You can save to the folder by dragging-and-dropping files onto your network drive icon in My Computer or Windows Explorer, or by selecting your network drive in the Save dialogue box when saving files from specific applications such as Microsoft Word.

## Windows Users: Employees

If you would like to access your network folder on **Capitan** (i.e. your "U: drive") to edit and save files, follow these steps:

1. Double-click on the "My Computer" icon on the desktop.
2. Open the Tools menu and select "Map Network Drive".
3. Select an available drive letter (choose U: if it's available.)
4. In the "Folder" field, type \\capitan\users\first\_letter\_of\_your\_username\your\_username. For example, if your username is doej, you would type in \\capitan\users\d\doej.
5. Click the link to "Connect using a different user name" link right beneath the Folder field. Type **capitan\yourusername** in the Username field and your Capitan password in the password field. Click OK. Click the Finish button on the Map Network Drive dialogue box.
6. You will now see an icon in the "My Computer" window labeled "your\_username on Capitan". Double-click this icon to view and open the contents of your network folder. You can save to the folder by dragging-and-dropping files onto your network drive icon in My Computer or Windows Explorer, or by selecting your network drive in the Save dialogue box when saving files from specific applications such as Microsoft Word.

*See over for instructions for Macintosh users.*

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## Macintosh Users: Students

N.B. You must have Remote File Access enabled for your account. Enable it by going to <http://entrance.capitan.mala.bc.ca/student/studentweb/main.asp> and entering your Discovery username and password.

In the Finder's GO menu, click on Connect to Server, then type: <https://www.discovery.mala.bc.ca/home/yourusername> into the address field (where "yourusername" is your Student Network Account username.)

- Note that the protocol you used in the last step was "https://" rather than the more common "http://". This is because you are accessing a secure location on the World Wide Web. You may get some messages about security certificates -- click "Yes" or "Continue" to these messages.
- You will be asked for a username and password. Enter your Student Network Account username and password here.

