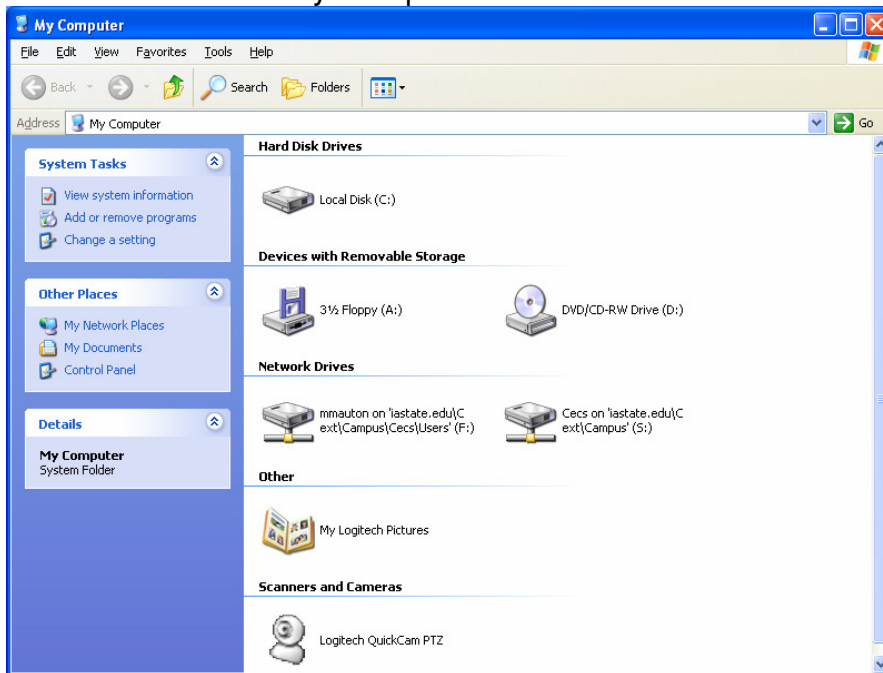
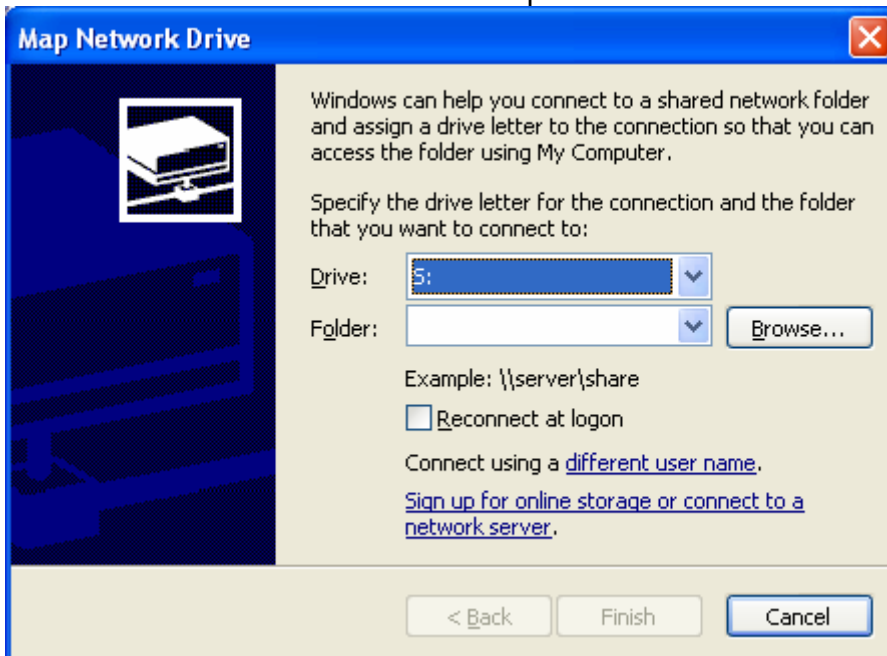


Mapping the S: drive

1. Close windows so you can see your desktop
2. Double-click My Computer



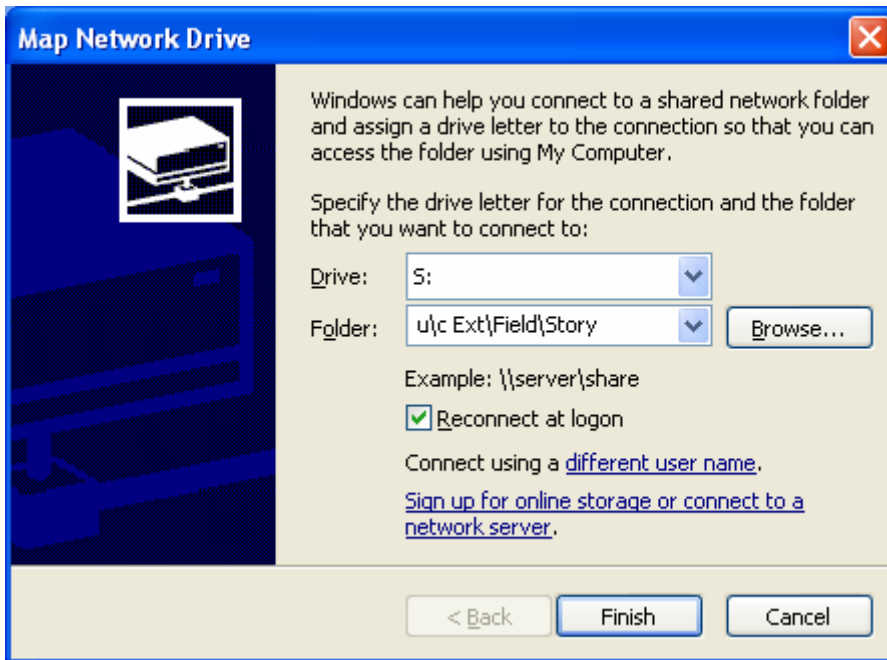
3. From the Tools menu, select Map Network Drive
4. Select letter S from the Drive: drop down box.



5. *** If you are in a **Field Office** proceed to step 7, if you are **On Campus** proceed to step 8***

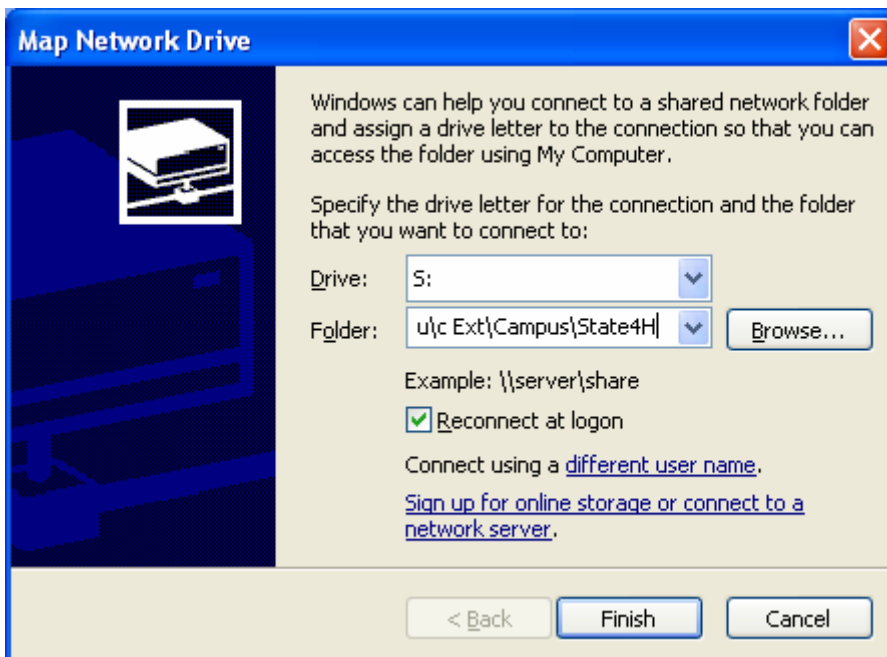
6. If you are in a **FIELD** office type \\iastate.edu\C EXT\Field\Countyname

Examples: \\iastate.edu\C EXT\Field\Polk
\\iastate.edu\C EXT\Field\Story



7. If you are on **CAMPUS** type \\iastate.edu\C EXT\Campus\Departmentarea

Examples: \\iastate.edu\C EXT\Campus\State4H
\\iastate.edu\c Ext\Campus\CECS\IT



8. Check the Reconnect at logon box.
10. Click Finish.
11. A dialog box will open asking for your username and password.
12. Type in your NetID and Password.
13. Click OK
14. If you are successful the folder should open displaying the S drive contents.
15. If you are still encountering problems call the Hotline.