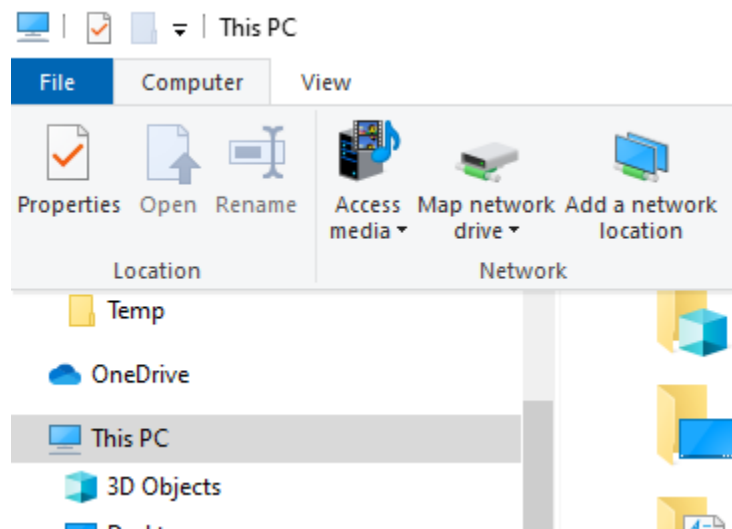



## Windows Computer:

1. Open **File Explorer** from the taskbar or the **Start** menu or press the **Windows Logo Key + E**
2. Select **This PC** from the left pane -> on the **Computer** tab, select **Map Network Drive**



3. In the **Drive** list, select a drive letter (**S:**) **Howard University Share Drive**

←  Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive:    
Folder:

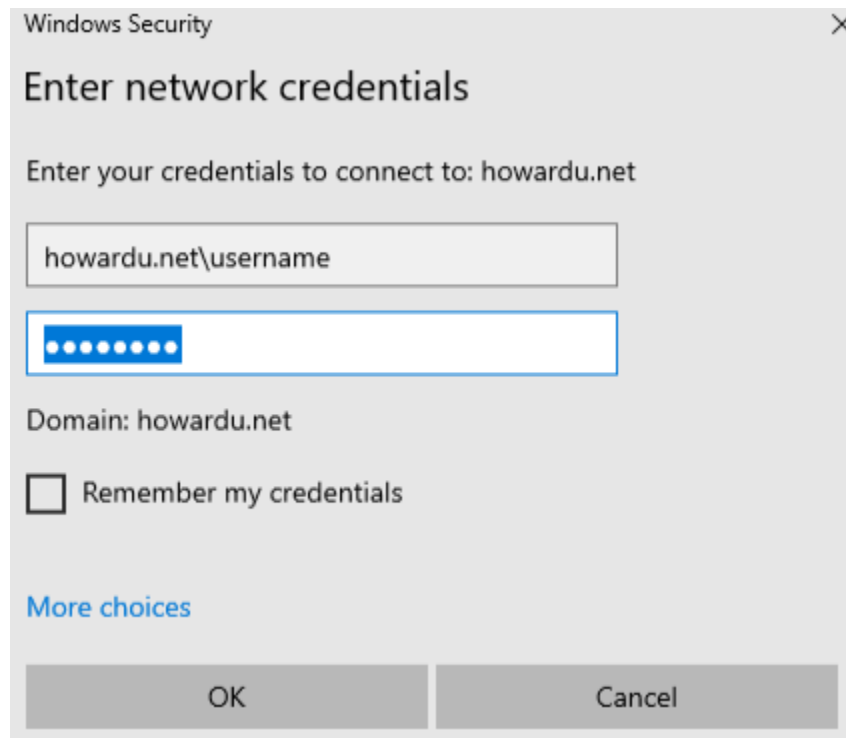
Example: \\server\share

Reconnect at sign-in

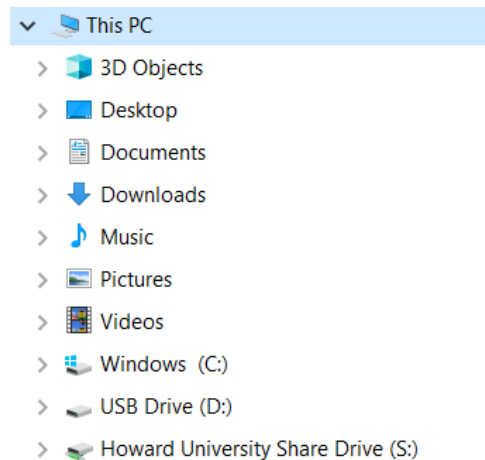
Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

4. In the **Folder** box, use the referenced path above for the folder or computer. To connect every time, you log on to your PC, select the **Reconnect at sign-in** check box.
5. Select **“Connect using different credentials”**
6. Select **Finish**
  
7. Enter your network credentials using the following syntax for your:
  - a. **Username:** howardu.net\username
  - b. **Password:** Enter your network password



8. You are now successfully connected to your network drive

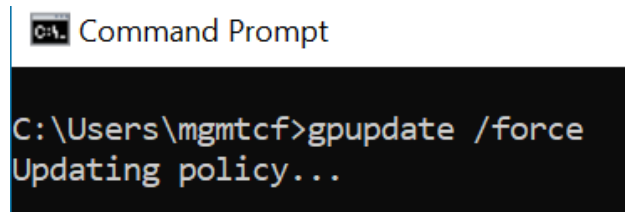


If you are unable to see / access your newly connected **Howard University Shared Drive**, please follow the instructions below for troubleshooting.

## Command Prompt – Group Policy Update

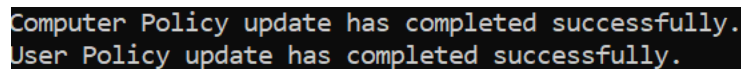
1. On the bottom left **Start** menu, please search for **Command Prompt** and select it
2. Once you are in **Command Prompt**, please copy and paste the following into the command line and press **Enter**

**“gpupdate /force”**



```
C:\Users\mgmtcf>gpupdate /force
Updating policy...
```

3. Once the command has successfully been ran, you will end up with **(2 Completions)**
  - a. **“Computer Policy update has completed successfully”**
  - b. **“User Policy update has completed successfully”**
  - c. Any other warnings can be ignored as this is refreshing your machine’s policies

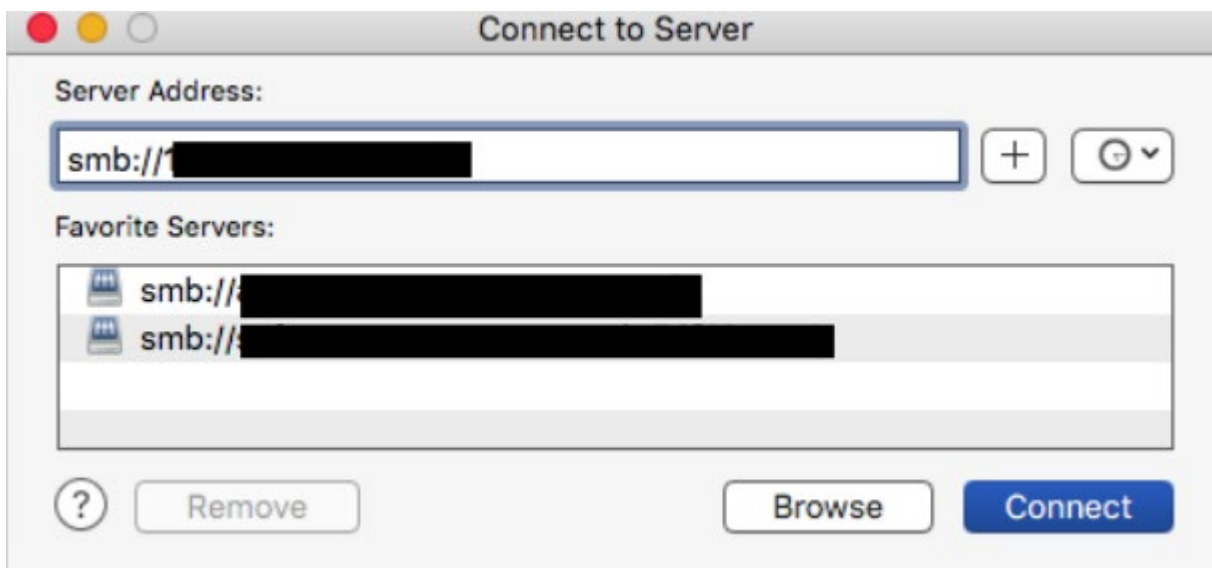


```
Computer Policy update has completed successfully.
User Policy update has completed successfully.
```

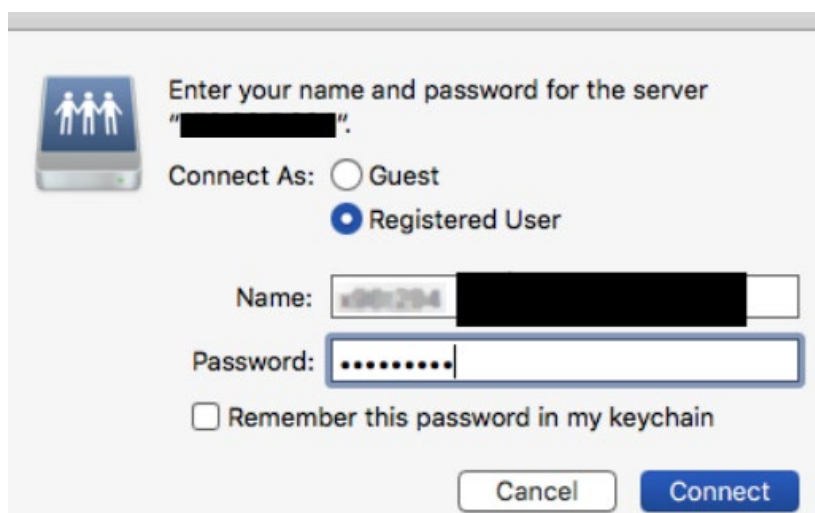
4. Once this is completed, please restart your machine and check your **File Explorer** to see if you now have access to the **Howard University Share Drive**

## MAC Network Share:

1. From the **Finder** menu, click **Go**
2. Click **Connect to Server** from **Go's** drop-down menu
3. Alternatively, you can also press **Command + K** to launch **Connect to Server**
4. In the **Server Address** field, enter **smb://howardu.net/shared** to define the network protocol for SMB, and then enter either the IP address or the hostname of the server
5. To add the server to your **Favorite Servers** list, click the '+' button



6. Click **Connect** to connect to the share.
7. When prompted, enter your Howard University network **username** and **password** to connect to server



8. Once the connection is made, the share you have access to will appear on your desktop

