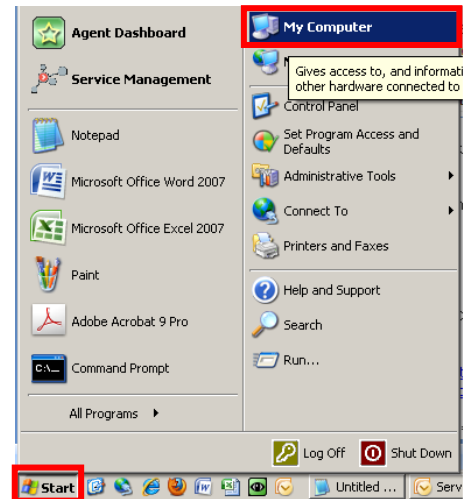


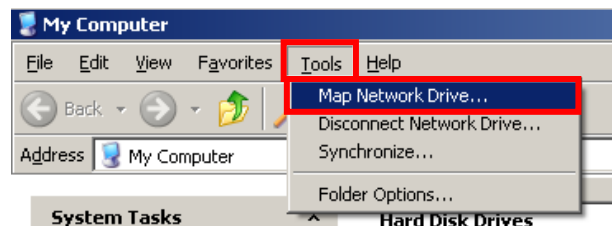
The following instructions will help you map a network drive if you are using Windows XP. If you are trying to access a network drive from home, you will first need to create a [VPN connection](#) to the ACU network.

Mapping a network drive

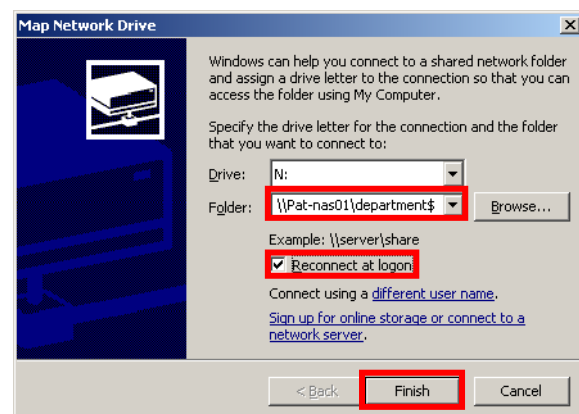
1. Go to the **START** menu and select **My Computer** from the list of options.



2. On the toolbar at the top, click on the **Tools** menu and select **Map Network Drive** button.



3. In the window that pops up, select the drive letter you wish to map. In most cases, staff will map their personal drive to the letter 'H' and their department or faculty drive to the letter 'N'. In the Folder field, you will need to type the server name and filepath. Please refer to the following page for more detailed information about servers and filepaths for your campus.



The image on the right is an example of the St. Patrick campus N: drive.

4. Ensure that the Reconnect at Login tickbox is ticked and click the **Finish** button. Your newly mapped drive should now appear in the computer list

Faculty or Department drive information (N: drive)

Each campus has a server for storing files for their department or faculty that is shared by many of the staff. In most cases, this is mapped to the letter 'N'. Each campus at Australian Catholic University has a different server, so when mapping the N: drive, use the following for your respective campus:

Ballarat (Aquinas) –	\\aqstaff2\department\$
North Syd (Mackillop) –	\\mak-nas01\mackillop
Brisbane (McAuley) –	\\Enterprise
Strathfield (Mt. St. Mary) –	\\nsw-st\data\$
Melbourne (St. Patrick) –	\\pat-nas01\department\$
Canberra (Signadou) –	\\sig-data

Personal drive information (H: drive)

Some staff will have a personal drive which is accessible by them only – no other staff, including managers have access to personal drives. All personal drives should be mapped to the letter 'H'. Each campus has a different location for H: drives, so when mapping to H, use the following for your respective campus:

Ballarat (Aquinas) –	\\aqstaff2\josmith\$
North Syd (Mackillop) –	\\mak-nas01\users\$\users\josmith
Brisbane (McAuley) –	\\Enterprise\josmith\$
Strathfield (Mt. St. Mary) –	\\nsw-st\users\josmith
Melbourne (St. Patrick) –	\\pat-nas01\home\$\users\josmith
Canberra (Signadou) –	\\sig-data\josmith\$

These drive location examples are based on a fictional 'John Smith' who would have the login name 'josmith'. When mapping your own H: drive, please substitute your own ACU login name.

Note: The H: drives are very small in size – they are not designed to be a primary storage area.