

# Connecting to the Network Drive: Faculty and Staff

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This article will help faculty and staff connect to your network drive (e.g. u:\\) from off-campus or a device that's not joined to our domain. Students should consult [MyGoogleDrive](#).

## Before You Start

You will need the following before you can complete this task:

- A Wharton account
- The path to your network drive

## Windows

1. If you are off campus, first connect to the [VPN](#).
2. Open File Explorer from the taskbar.
3. In the left pane, right-click **This PC** and select **Map Network Drive**.
4. In the folder field, enter the path to your network drive. [Contact your Wharton Computing representative](#) if you do not know what to enter here.
  - If you would like the connection to the network drive to remain after the computer is rebooted, check **Reconnect at sign-in**.
5. Check **Connect using different credentials**.
6. Click **Finish**.
7. When the Windows Security box appears, enter **wharton\ in the user name field and your Wharton password in the password field.**
8. Click **OK**.

## Questions?

Contact: [Wharton Computing](#)

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