

# How to Access Network Folders in Windows 8/10

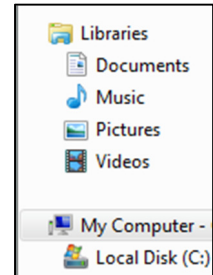
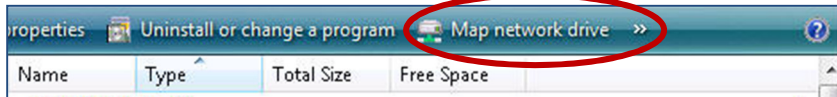
## Before You Begin:

If you are on campus and your network folders are missing, try logging off and on again to reset the computer connection to the server.

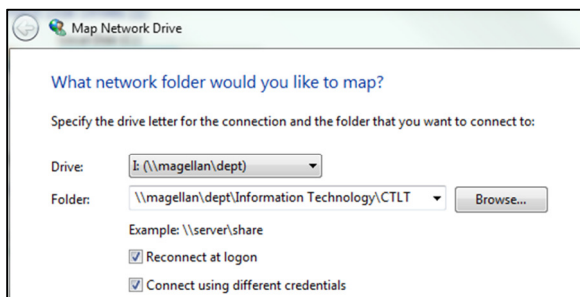
**If you are off campus, you must have a working VPN connection first.** If needed, follow the steps in [Setting Up A VPN Connection](#).

## Steps:

1. Windows 8 users - Go to the Desktop view.
2. Open Windows Explorer from the folder icon on the taskbar and select "Computer" (or "My Computer") in the left panel.
3. On the toolbar select "Map Network Drive".



4. Use the "Drive" drop down list to choose the appropriate drive letter.
5. In the "Folder" box, type the path to the server using the list below:
  - Darwin (student file storage) - \\darwin.goucher.edu\users
  - Magellan (faculty/staff storage) - \\magellan.goucher.edu\dept
6. If you want to reconnect to the drive each time that you login, select "*Reconnect at sign in*".
7. Select "*Connect Using Different Credentials*" and click the **FINISH** button.



8. Enter your Goucher username and password when prompted and then select **OK**.
9. If you're having trouble logging in, type "GCADMIN" in front of your username. For example, username jadoe001 would enter GCADMINjadoe001 as the username.