How to Connect to the "G:\" Drive

- *Before proceeding, make sure that you are connected to the Internet.*
- *Please note that all laptops are different and may connect to the G Drive during different steps of the instructions below.*

For Windows-Operated Computers (any brand besides Apple):
1. (Windows 7 and older) Click "Start" in bottom left corner, then click "My Computer"
2. (Windows 8 and newer) Right click the "Start" button in the bottom left corner and click "File Explorer"
3. Right click on "Network" on the left-hand side of the screen
4. Click "Map network drive…"
5. Under "Drive," scroll to and select "G:"
6. Under "Folder," enter \\micah\firstname.lastname$ using your MyNWC username
   a. For example, \\micah\bob.brown$
7. You may be prompted to enter your password at this point, if so, enter your MyNWC password
8. If a folder with an icon titled firstname.lastname$ pops up, then you are connected to the G Drive and can stop here. If not, you will be redirected to a new login screen
9. Enter your username using the following information: postoffice\firstname.lastname
   a. For example, postoffice\bob.brown
10. For password, enter your MyNWC password, then click "OK"
11. If a box pops up that has the option to "Enter network credentials," click "Use another account" and retype the information described in steps 8 and 9, then click "OK" again
12. You should be connected!

"Where can I find my G Drive now that I've set it up?"
- Click the folder icon (should be on your bottom toolbar or on your desktop)
- Click "My Computer" (Windows 7 and older) or "This PC" (Windows 8 and newer) on the left-hand side of the folder
- An item titled "firstname.lastname$" should be a part of that list
- Click on that icon

"Is there a way that I can set up a shortcut to my G Drive?"
- Using the last step in the directions immediately above, click and drag the icon onto your desktop for easy access

For Apple-Operated Computers (Macs):
1. Click the "Go" toolbar at the top of your screen
2. Scroll down and select "Connect to server"
3. Type the following information into the "Server address" box: smb://micah/firstname.lastname$ using your MyNWC username
   a. For example, smb://micah/bob.brown$
4. Click "Connect"
5. In the username box type firstname.lastname (same as above)—Be sure to add a period between your first and last name because the program will automatically remove it during this step
6. In the password box type your MyNWC password, then click "OK"

"Where can I find my G Drive now that I've set it up?"
- Click the "Go" toolbar at the top of your screen
- Click "Computer" or "Connect to Server"
- You will be automatically directed to your G Drive folder

"Is there a way that I can set up a shortcut to my G Drive?"
- At this point, it is unknown if or how someone can make a G Drive shortcut on a Mac

If none of the above processes work to connect your computer to the G Drive, visit the Computer Services Help Desk for assistance.