

Map a Drive to the Personal Server (Windows)

When on campus, faculty and staff are able to map a drive (create a shortcut) from their office computer to their personal Web site. When new files are created or pages are edited, they can simply be dragged and dropped to the personal folder. This only works on campus using an ECU computer on the INTRA domain.

STEP 1. Open the Map Network Drive dialog box

Windows XP: Right-click the **My Computer** icon Windows XP and choose **Map Network Drive...**

Windows 7: Double-click the computer icon on the desktop to open **Windows Explorer**. Choose **Tools** and then **Map Network Drive...**



STEP 3. Complete the Map Network Drive dialog box.

Leave the **Drive** letter at the default.

Type the following in the **Folder** text box:

[\\personal\wwwroot\YourPirateID](#)

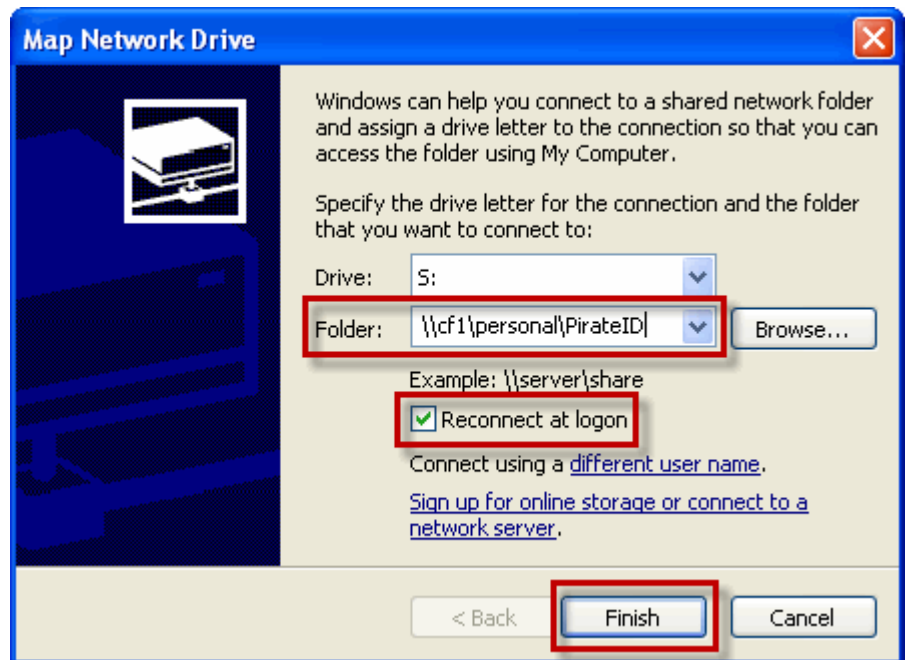
OR

[\\cf1\personal\YourPirateID](#)

(effective August 8, 2010)

Make sure that the **Reconnect at Logon** box is checked.

Click **Finish**.



A new window will open on your desktop listing your Web files on the personal server.

You may now drag and drop new files, images, etc., to your personal Web site.