

MAPPING THE WEBDRIVE – REFERENCE GUIDE

INTRODUCTION

The university WebDrive is a dedicated drive to host all university web content. For help with mapping the WebDrive, please read the instructions below or contact the IT Help Center at (818) 677-1400. Content owners can also contact their local technical support representatives. For a list of contacts, visit csun.edu/it/technical-support-contacts

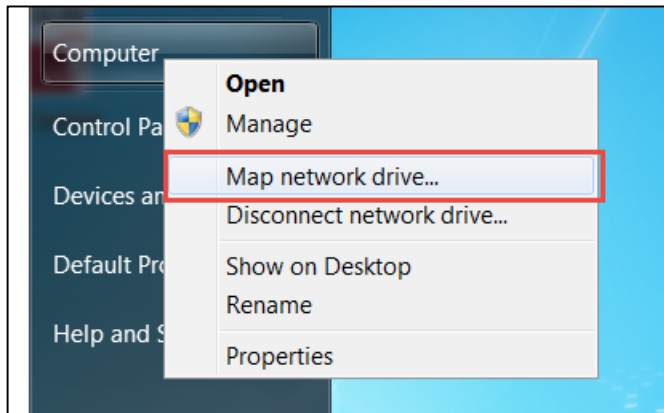
ACCESSING THE WEBDRIVE FROM OFF-CAMPUS

The VPN allows you to access CSUN computing resources from off-campus in an encrypted or protected manner. You will need to utilize the VPN whenever you want to access files that you have stored on university servers such as the UDrive, WebDrive and other shared file storage. To learn more about the VPN and for installation instructions go to csun.edu/it/vpn.

MAPPING THE WEBDRIVE

PC Instructions

1. Select the **Start** menu (Windows Orb) on your computer.
2. Select **Computer** from the options.
3. Right-click and choose **Map Network Drive...**



4. From the **Drive** dropdown menu, select W: or any preferred letter drive.
5. In the **Folder** field, enter the following information:

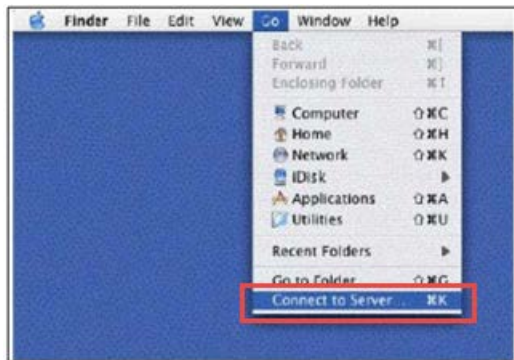
\\webdrive.csun.edu\username

(Note: Replace username with your CSUN user ID. E.g. \\webdrive.csun.edu\jdoe23456)

6. You should now see a window that displays your public_html webdrive folder.

Mac Instructions

1. From the **Apple** menu bar, select the **Go** tab.
2. Select the **Connect to Server...** option.

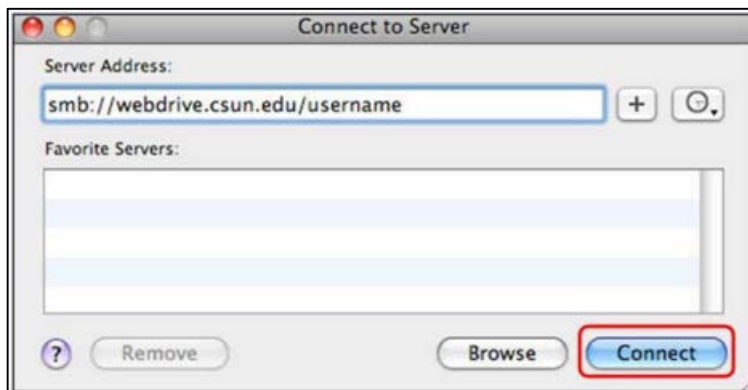


3. In the **Connect to Server** window, type the following information:

smb://webdrive.csun.edu/username

(Note: Replace username with your CSUN user ID. E.g. smb://webdrive.csun.edu/jdoe23456)

4. Select the **Connect** button.



5. In the Authentication window, leave the **Workgroup/Domain** box blank. Type your CSUN user ID and password in the boxes indicated.
6. Select the **OK** button.
7. The icon for your WebDrive displays.

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, First Floor, Learning Commons).