![MONTCLAIR STATE UNIVERSITY]

Using Active Directory Services in Windows 7
For Current MSU Students

Accessing Your Network File Shares from Your Personal Machine via WebDav

Please note: The following procedure should always be used to access your file shares when you are accessing your files from your personal computer or another non-MSU lab machine.
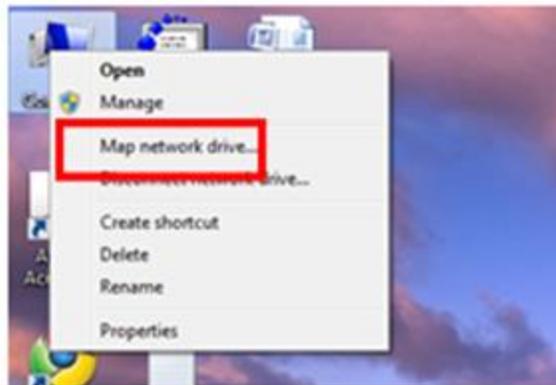
Mapping Your File Share

First, determine the file share you want to access from the list below:
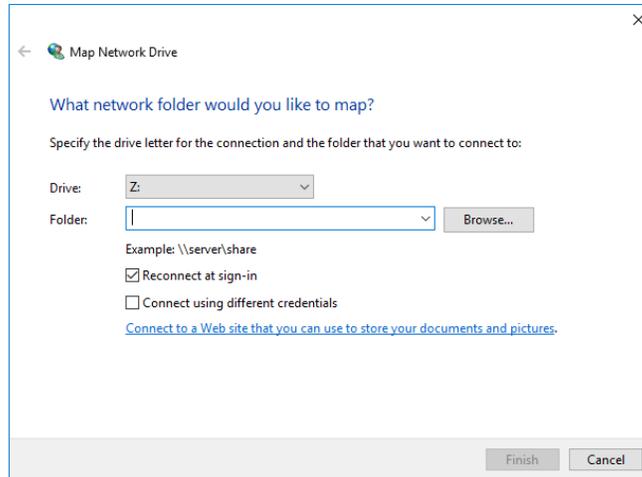
Student File Shares and Associated WebDAV addresses

Personal (Home) File Share   https://msuwebdav.montclair.edu/students_vol1/ <NetID>
Web Publishing File Share   https://msuwebdav.montclair.edu/pubweb_vol1/ <NetID>

1. Right-click on **Computer**
2. Click on **Map network drive….**

3. Specify the appropriate **Drive** letter for the Directory Address

   (N:) is your personal (home) file share
   (W:) is your web publishing file share

4. Type in the Directory Addresses from above in the **Folder**: field
5. Check **Connect using different credentials**
6. Click **Finish**

7. Enter your <NetID> for **User name** and your **Password**
8. Click **OK**

9. Repeat steps until all directories have been mapped.

Accessing Your Mapped File Shares
1. Double-click on **Computer**
2. Your mapped drives will appear under **Network Location**
3. Double-click on a file share to open it