**MONTCLAIR STATE UNIVERSITY**

Active Directory Services on Windows 7:
Accessing Your File Shares Off-Campus or When Using a Computer that is NOT Joined

The following procedure should be used to access your file shares when your joined computer is not on the campus network (ex. home, other remote location) or when you are not using your University supplied computer that has been joined to the Active Directory domain.

Mapping Your File Shares
1. Right-click on **Computer**
2. Click on **Map network drive….**
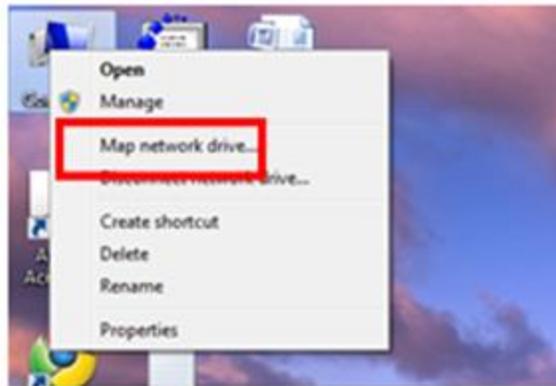
3. Specify the appropriate **Drive** letter for the Directory Address

   (N:) is your personal (home) file share
   (O:) is your departmental file share (if established)
   (W:) is your web publishing file share

4. Enter the matching address from below in the **Folder** field:

Personal (Home) File Share	https://msuwebdav.montclair.edu/facstaff_vol1/ <NetID>
Departmental File Share	https://msuwebdav.montclair.edu/groupshare_vol1
Web Publishing File Share	https://msuwebdav.montclair.edu/pubweb_vol1/ <NetID>

5. Check **Connect using different credentials**
6. Click **Finish**
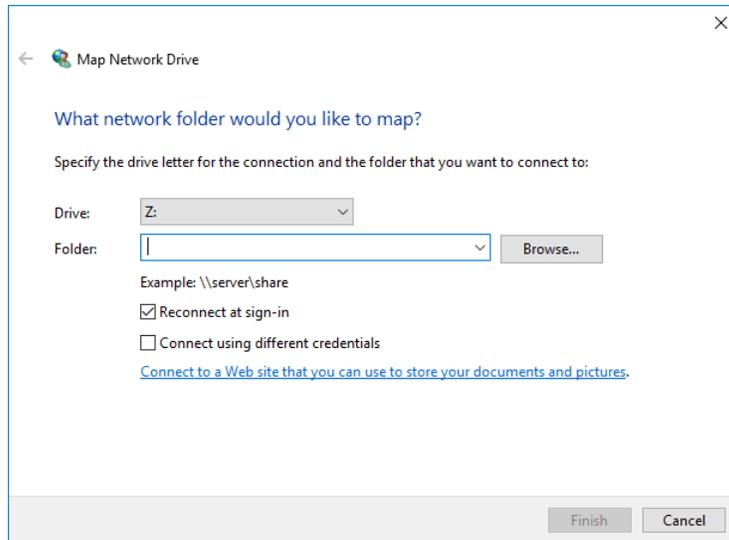
7. Type in your <NetID> for **User name** and your **Password**
8. Hit **ENTER**

Please note: If you want to access additional file shares, return to step 1

Accessing Your File Shares
1. Double-click on **Computer**
2. Your mapped drives will appear under Network Location