How to map your GIS server folder as a network drive
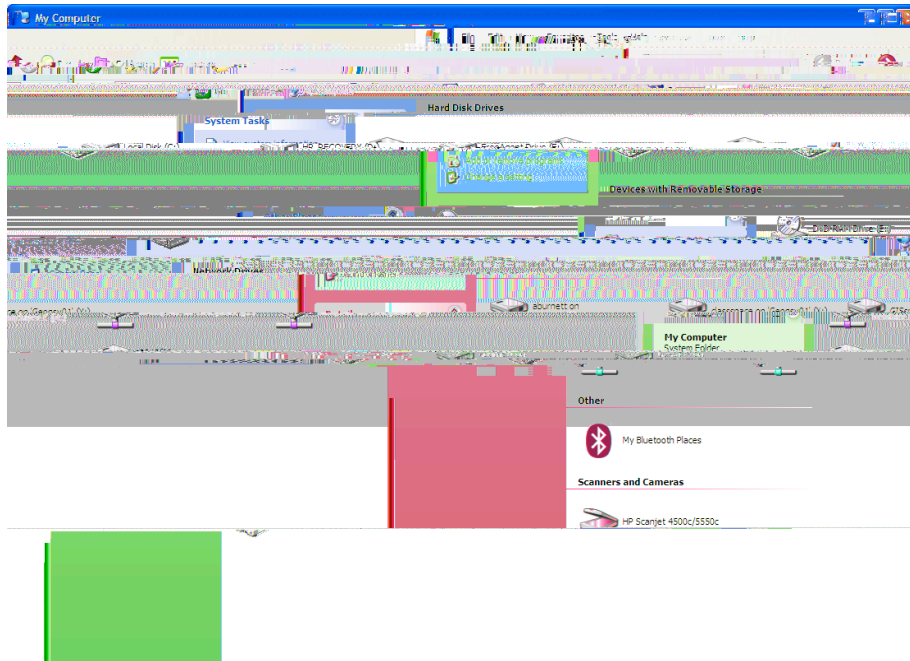
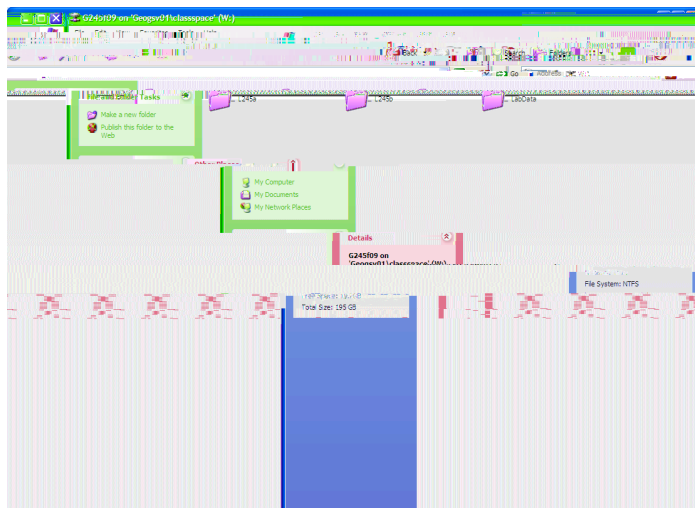1. Login to the computer using your Colgate username and password.

2.

4. The address for the geography server GIS folder is:

\\geogsv01\classspace\G245S11

Enter this address in the "Map Network Drive" window and click finish. A new drive will appear on your computer, similar to what is shown in Fig. 3. When you open this drive, you will see something like Fig. 4.

Fig 3

Fig 4

5. You must now create your own folder within this server space. This will be the folder that you will use throughout the semester. The Thursday lab will work in the L245A folder and Friday lab will work in L245B. Open the appropriate lab folder, hold down the file menu and select New Folder. Please rename this folder to **your last name**.

=== STOP HERE ===

6. In the future, you may want to map directly to your personal folder. Follow the same procedure as above for mapping a network drive, but enter the complete address. An example would be:

\\geogsv01\classspace\G245S11\L245A\yourname

If you click the reconnect at logon button when you map this drive, your folder will be mapped every time you return to that particular computer. If you work at a different computer, you will have to remap the drive.

Folder structure