Accessing “EDUC/educlabs” Network Drive *on Campus*

**Windows 2000/XP**

1. Right click on “My Computer”. Select “Map Network Drive...” from the pop-up menu.

2. In the “Map Network Drive” window set these options:
   - Drive: Choose a drive letter, such as Z:
   - Folder: `\netdrive\EDUC`
   
   ... click “Finish”.

3. Login if asked:
   - User name: `uvic\NetlinkID`
   - Password: *use your NetlinkID password*

   **Note:** If a window with the network drive doesn’t open, open “My Computer” and you should see the network drive listed; double-click network drive to open.

**Mac OS X**

1. Under the pull-down “Go” menu, select “Connect to Server...”

2. Enter the Server Address: `netdrive.uvic.ca/EDUC`

   ... click the “Connect” button.

   **IMPORTANT NOTE:** "EDUC" must be all capital letters! (Not "educ" or "Educ").

3. Login:
   - (if asked, Workgroup or Domain: **UVIC**)
   - Name: **NetlinkID**
   - Password: *use your NetlinkID password*

   **Note:** If a window with the network drive doesn’t auto-open, double-click the network drive icon on the Desktop or open a new “Finder” window (hit Apple + N keys) and click on “EDUC" or "educlab" under the “Shared” section on the lefthand menu.
Accessing “EDUC/educlab”
Network Drives *from Off Campus*

Before mapping drives from off campus, you need to login with a secure “VPN connection”. For more information on VPN (how to download, install and connect), go to the UVic Computer Helpdesk site:

http://helpdesk.uvic.ca/network/vpn

Once you’ve established a secure VPN connection, follow the instructions (previous page) for accessing the network drives.