

# How to Access Your Student Network Drive for the PC

Please read these entire directions before starting, it is suggested that you print a copy to make it easier to follow the process.

One of the most useful network resources you have at Kalamazoo College is your personal network drive (also known as your M:). You can think of your M: Drive as you would any other drive on your computer (A: , C: , etc...), only your M: Drive is on a network server and not physically attached to your PC. You can treat the M: drive as you would any other drive, feel free to create new folders, rename folders, etc. You are limited to 50MB of drive space and the directory can only be accessed by the student to whom it belongs.

This service is meant as a convenience for students. If a file saved on the server is lost or corrupted for any reason, it may be recoverable from our server backups. However, recovery is never guaranteed. If a file is important, save multiple copies in multiple places. As a reminder, please follow all copyright laws and policies when saving files to your directory. Kalamazoo College reserves the right to remove copyrighted material from any network share at any time.

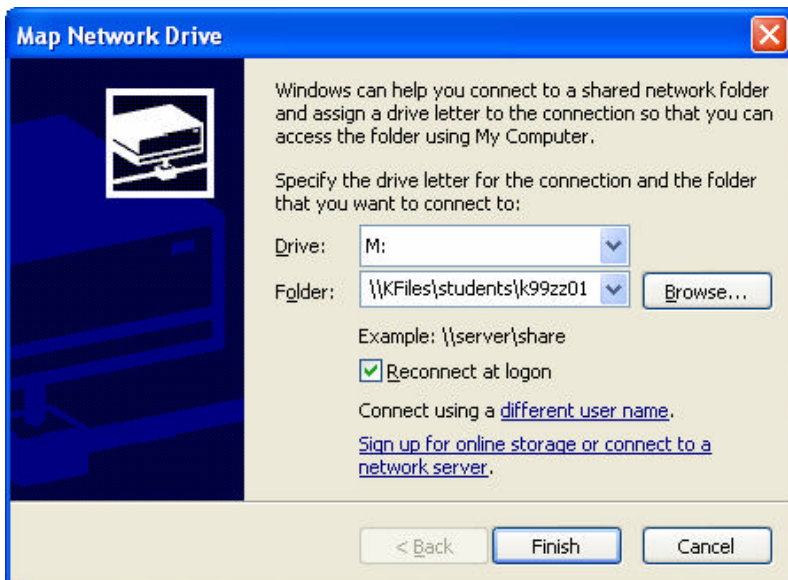
When you login to any lab computer on campus, your personal network drive will automatically be mapped to the M: under My Computer.

To connect to your M: from your Windows 2000 or Windows XP, follow the directions below

To connect to your M: from your Windows 98 or Windows ME, follow the directions on page 3 of this document

## Windows 2000 & Windows XP (Home or Pro) Users:

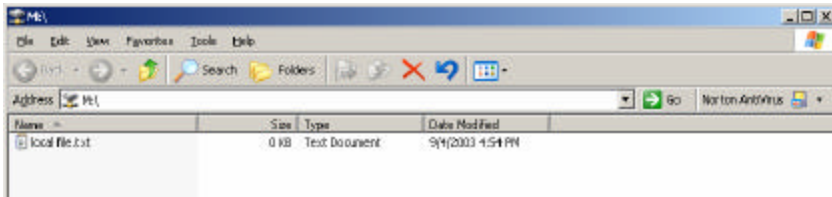
1. Open My Computer
2. Click the "Tools" menu and select "Map Network Drive"
  - 2a. In the "Drive:" field select M:
  - 2b. in the "Folder:" field type \\KFiles\students\username  
Where username is your username (example: k99zz01)
  - 2c. Click the "Reconnect at logon" box and click the "Finish" button



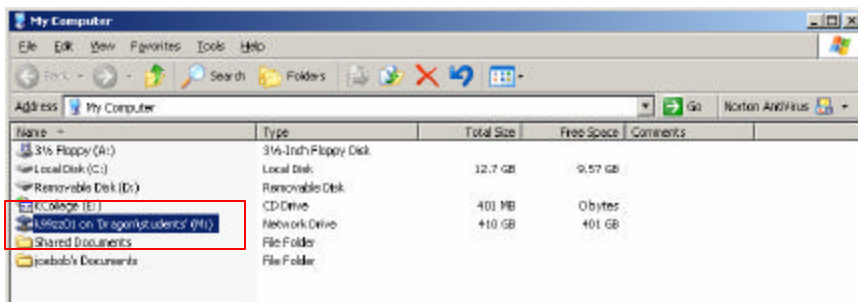
3. The “Connect to KFiles” login dialog box will appear:
  - 3a. In the User name: field type `knet\username`  
Where username is your username (example: `knet\k99zz01`)
  - 3b. In the Password: field type your password
  - 3c. Click the Remember my password checkbox and click the “OK” button



4. Your shared folder will now appear



5. To access your drive open my computer, then double click on the M: drive



## Windows 98 & ME (Millennium Edition)

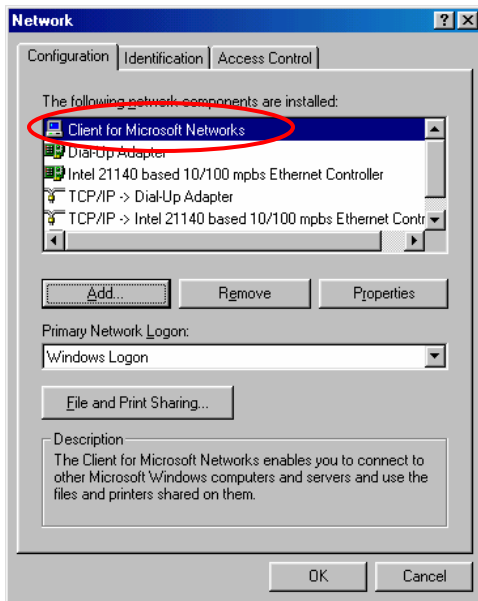
During the installation procedures, you may be asked to insert the original Windows installation CD or diskettes. If the computer was preloaded with Windows, most manufacturers keep a copy of the installation files (Cabs) in the following location: C:\windows\options\cabs. You, the student, will need to provide this. Your RCC or Information Services cannot provide these for you!

For Windows 98 and Windows ME, you must set up your computer to log into the network. You will only need to do this step once. After this has been done, your computer will attempt to run the network login script each time you log in. This should fail, but the following scripts may run if they exist on your computer: c:\netpc.bat, c:\atlas.bat, c:\lib.bat, c:\libmail.bat, c:\localpc.bat.

1. Right click on the “Network Neighborhood” icon and choose the “Properties” menu option.

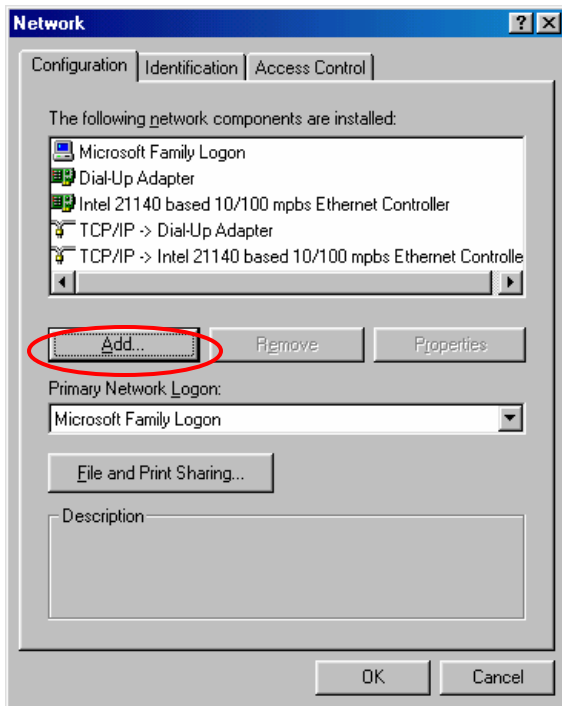


2. If the “Client for Microsoft networks”, component is installed as shown below, skip to step 6, if you do not see it, continue to step 3.

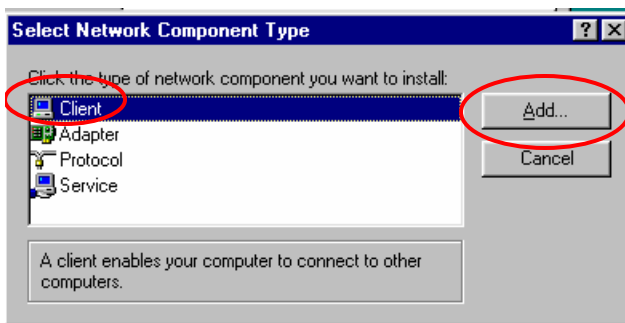


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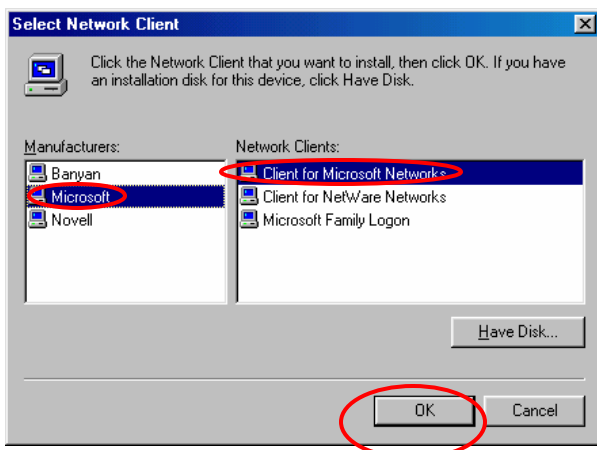
3. To install the “Client for Microsoft networks”; click the “Add” button.



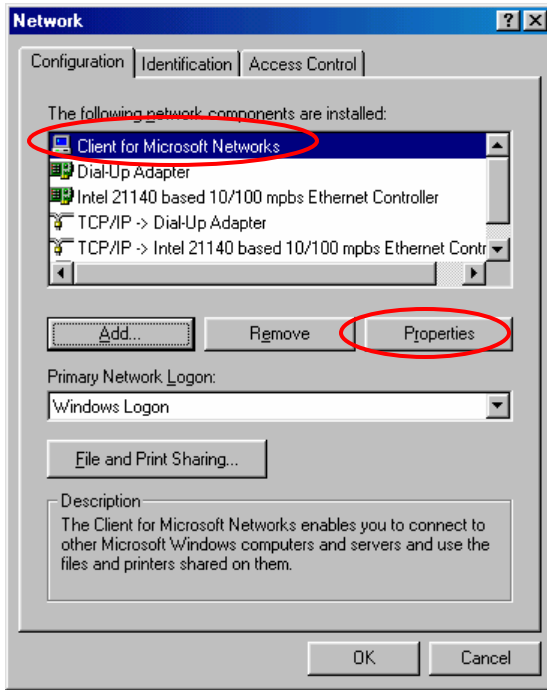
4. The “Select Network Component Type” box will appear, select the “Client” option and click the “Add” button



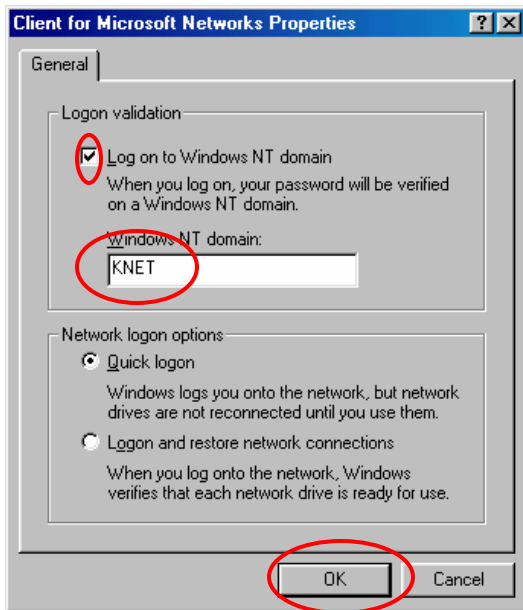
5. The “Select Network Client” box will appear, under the “Manufacturers:” option select “Microsoft”, then under the “Network Clients:” option select “Client for Microsoft Networks” then click the “OK” button. This will take you back to the “Network” screen; click the “OK” button. The system will probably prompt you for your Windows Installation CD, if so, place it in your CD-ROM drive and following the on-screen directions. After the files are installed the system will prompt you to restart, click the “OK” button to restart. After the system reboots, go back to steps 1 to continue the install.



6. Make sure "Client for Microsoft Networks" is installed and highlighted and then click on the "Properties" button.

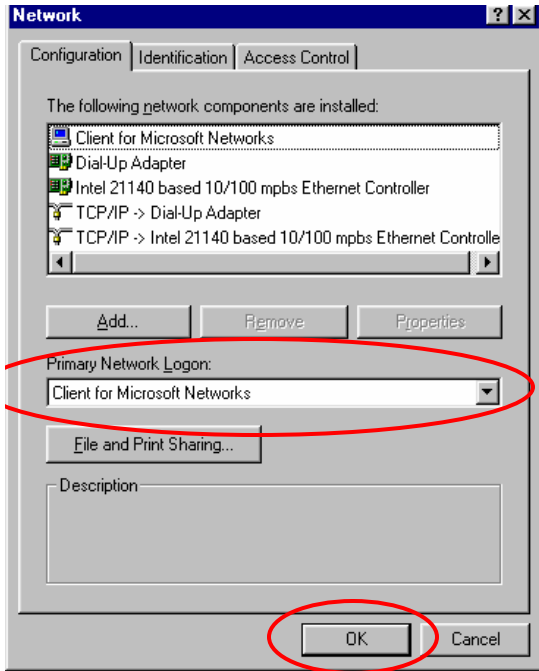


7. The "Client for Microsoft Networks Properties" box will appear. Click on the check box titled "Log on to Windows NT domain". Click on the "Windows NT domain:" textbox and type "KNET" (without the quotes), then click the "OK" button to close the window.

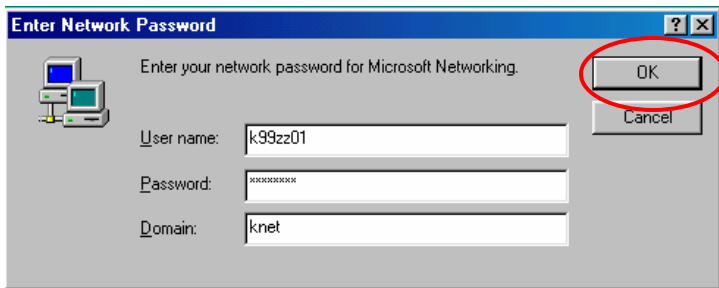


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8. Under the "Primary Network Logon:" drop down menu, choose "Client for Microsoft Windows", and then click the "OK" button. The system may prompt you for your Windows Installation CD, if so, place it in your CD-ROM drive and following the on-screen directions. After the files are installed the system will prompt you to restart, click the "OK" button to restart. After the system reboots, go to step 9 to continue the install.



9. At the Enter Network Password prompt, enter your **computer lab** user name and password, do not change the Domain, it should be KNET. The system may prompt you to confirm your password, enter your **computer lab** password again and click OK

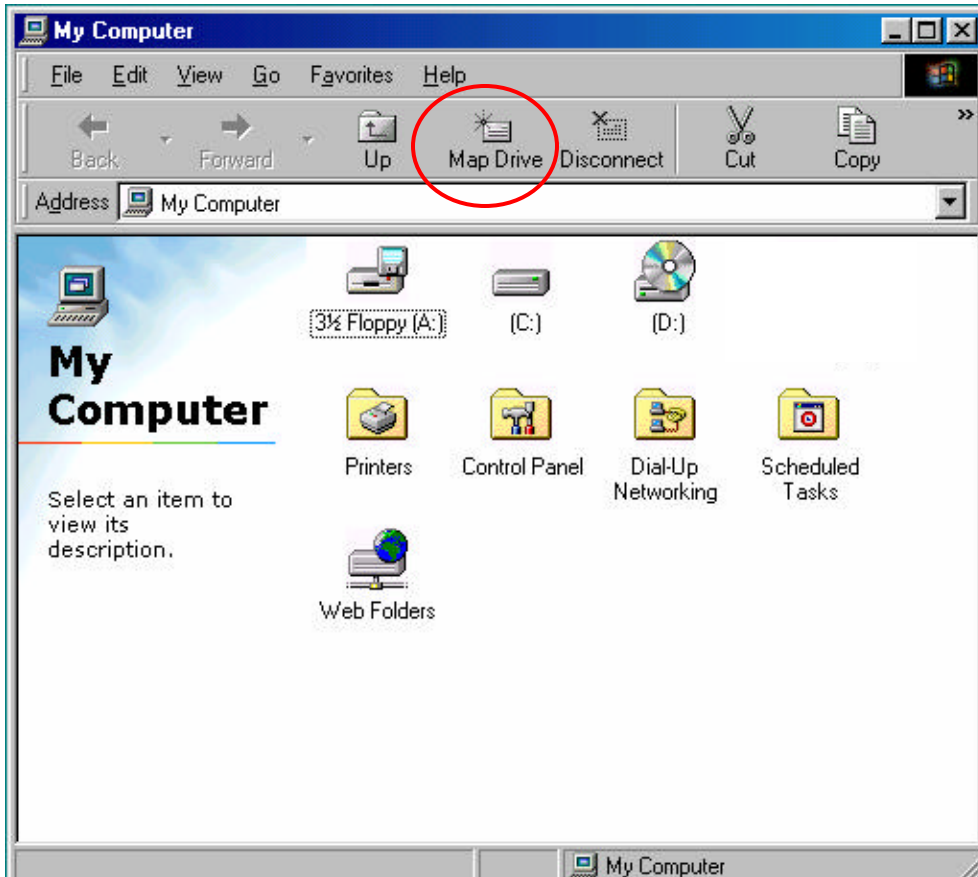


10. Once your computer is back at the desktop, click the "My Computer" icon on the desktop

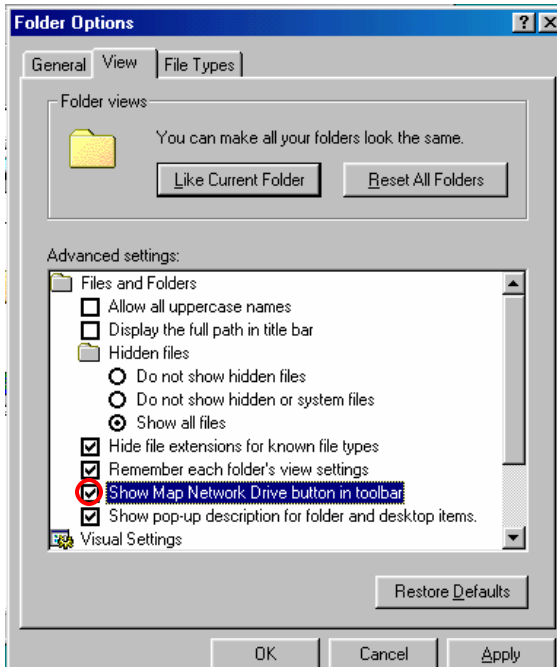


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11. If the “Map Drive” icon is on the screen as shown below, click on it and go to step 13, if it is not on the menu go to step 12.



12. To make the Map Drive” icon appear on the menu: Click the “View” menu, select “Folder Options” and Click the “View” tab and check the “Show Map Network Drive button in toolbar” checkbox, click the “Apply” button to apply the setting, then click the “OK” button to finish. This will take you back to step 11.

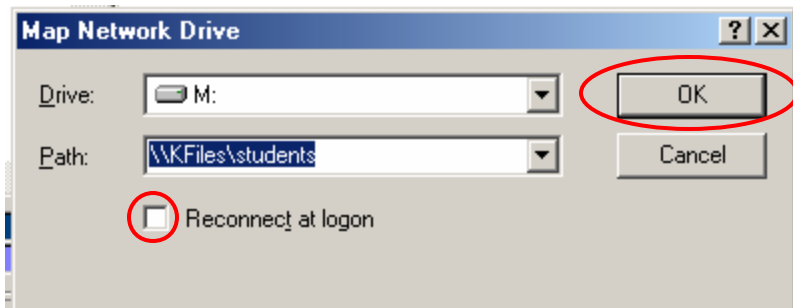


13. The “Map Network Drive” box will appear:

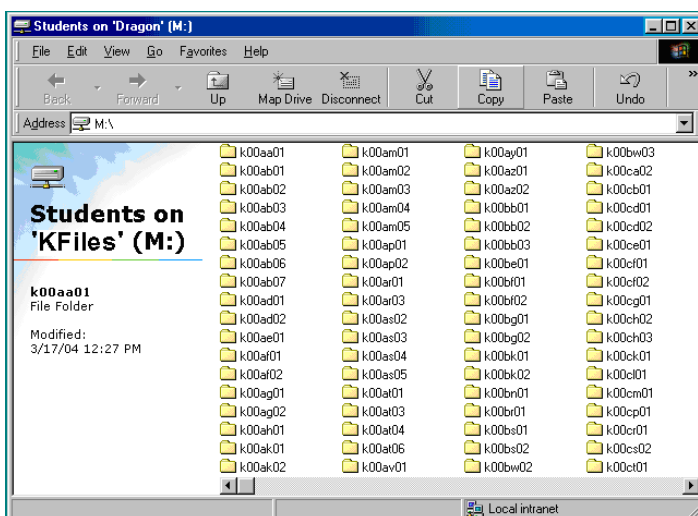
13a. Click the “Drive:” dropdown box and select M:

13b. Click in the “Path:” dropdown box and type [\\KFiles\students](#)

13c. Make sure the “Reconnect at logon” checkbox is selected and click the OK button.



14. The “Students on ‘KFiles’ (M:) will now appear, you will have to browse to your ID and double click to open it.



15. Whenever you want to access your Network drive again, open My Computer, double click on the M:, browse to your ID and double click to access it.

