

## Connect to S Drive from PC:

This process usually needs to be performed whenever a staff member or intern/student logs into a computer for the first time in order to gain access to the MBGNA network drives.

1. Open the Start menu and click on Computer on the right-hand side
2. Click on 'Map network drive' button in the Menu (see screenshot)
3. Drive: Select S:
4. Folder: Type in <\\mbgna-dept.m.storage.umich.edu\mbgna-dept>
5. Check Reconnect at logon
6. Click Finish

## Connect to S Drive from Mac:

1. In the Finder, click on the 'Go' menu
2. Choose "Connect to server..."
3. S-drive address: <smb://mbgna-dept.m.storage.umich.edu/mbgna-dept>
4. Click the '+' symbol to save this address in the "Connect to server list"
5. Then type in your username and password when prompted.

## VPN Software

If connecting from an off-campus location (home, a coffee shop, etc) you'll need to install & run an application to authenticate with UM each time you connect. Instructions for installing this VPN software can be found here: <http://www.itcom.itd.umich.edu/vpn/>