How to map a network drive in Windows Vista/7

Make sure that you have changed your Duck ID password since March 31, 2010 or you will not be able to log onto Active Directory or access the file share.

Open up ‘Computer’ and click on ‘Map Network Drive’

Select a drive letter from the dropdown menu between I and X.

Type in the following in the folder field: `\coeshare\coe`

Checkmark the Reconnect at logon box and Connect using different credentials.

Click finish.
A popup window should appear and ask for you credentials, fill in the following information, then click OK. Remember to put ad\ before your Duck ID.

User name: ad\ Your Duck ID (your email address before the @uoregon.edu)  example: ad\janed

Password: Your Duck ID password

If you wish to save your login credentials, check the "Remember my password" option.

If authentication was successful then your network share will appear listed, as a drive in ‘Computer’, if it didn’t authenticate successfully you will be asked again for your credentials.