1. From the "Start Menu", open "Computer".

2. Click on "Map network drive" in the menu bar.
3. Once the Map Network Drive wizard appears, enter the following information.

   Drive: **W:** is recommended but you may choose any letter you would like
   Folder: **Enter in your student web address**
   *If you are unsure of what your student web address is, visit*
   [http://students.dsu.edu/WhatsMyWebAddress.htm](http://students.dsu.edu/WhatsMyWebAddress.htm)

4. Check both the **“Reconnect at logon”** and the **“Connect using different credentials”** check boxes and then press **“Finish”**.
5. Once the login box appears, enter in your login credentials and click “OK”.
   If you are unsure what your login credentials are, visit
   http://students.dsu.edu/WhatIsMyLogin.htm

6. It may take a few moments for the mapping process to complete. Please be patient while it completes.
7. Once the process is complete, from the “Start Menu”, open “Computer” again. You should now see a new drive under the Network Location area.

8. Congratulations, you are now connected to your student website. You should now be able to add, remove, and modify the contents of your website.

*Note – It is recommended that you edit a local copy of your website and then transfer the edited files to the student web server once you are finished editing.