Mapping the Q drive (Student Project Folder)
For Windows and Mac OS

- **WINDOWS** – If you login with your SUID and password:
  1. Click on **Start** and select **Computer**
  2. Open the **Map Network Drive** Dialog

**Windows 7:** Click on **Map Network Drive** at the top of the screen (red box below)

**Windows XP:** Open the Tools menu and click **Map Network Drive**

3. In the dialog, select **Q** from the **Drive** dropdown menu.
4. In the **Folder** field, enter the following: `\sul-gislab\GIS_Shared`
5. Make sure **Connect using different credentials** is NOT checked and click **Finish**
• **WINDOWS – If you DO NOT login with your SUID and password:**
  1. Follow steps 1-4 above
  2. Make sure **Connect using different credentials** is checked and click **Finish**

3. In the new dialog, enter **WIN\** and your **SUID** in the **User name** field. Enter your **password** and click **OK**.
   *Your SUID is the user name you use to log in to campus computers, email, and Axess. It is not your 7 digit SUID number, and you should not include @stanford.edu at the end of your SUID*
MAC OS X

1. Click on **Go**, then click **Connect to Server**

2. In the dialog, enter this address in the **Server Address** field: `smb://sul-gislab/GIS_Shared`

3. Click the **plus sign** (+) to add this address to the **Favorite Servers** list.

4. Select the server from the list and click **Connect**

5. In the new dialog, select **Registered User**. In the **Name** field, enter `WIN\` and your **SUID** and click **Connect**