

Accessing Network Files Using NetDrive

NetDrive is a program that allows Windows XP users to access network drives (M, J, & G drives) without being logged in to the campus network. It can be used from both on and off campus, with any type of Internet connection. **NetDrive does not work with Windows Vista**, and no new version is expected. Vista users can use NetStorage or WS-FTP instead. For instructions, see the handouts *Accessing Network Files Using NetStorage* or *Accessing Network Files Using File Transfer Programs* at <http://www.snc.edu/techsupport>.

Installing NetDrive

In order to use NetDrive, you must first install the software on your computer. You may download NetDrive from our Downloads page, <http://www.snc.edu/techsupport>. Once you download the installer file (netdrive.exe) onto your computer, double-click on it to start the installation. Proceed through the short installation process (choose English – OK – Next – Yes – Next). When the installation is complete, a window will open containing a shortcut called “NetDrive.” You may copy that shortcut to your desktop if you wish. To start the program, double-click on that shortcut or go to Start – Programs – NetDrive – NetDrive.

Configuring NetDrive


1. Click on the New Site button.
2. In the first box, give the site a name (this can be anything you wish, e.g., “SNC” or “SNC network”).
3. In the “Enter the site address/URL” box, type: **`https://netstorage.snc.edu/oneNet/NetStorage`**
This address is case-sensitive, so be sure to copy it exactly.
4. Click the Finish button.
5. Leave the “Server Type” box set to WebDAV. In the “Drive” drop-down box, choose a drive letter that is not currently being used by anything else on your computer.
6. Uncheck both the “Anonymous/Public Logon” and “Save Password” boxes.
7. Enter your 6-character SNC login ID in the “Username” box. (The “Password” box should be greyed out.)
8. To test the connection, proceed to step 2 below.

Using NetDrive

1. Double-click on your NetDrive shortcut, or go to Start – Programs – NetDrive – NetDrive.
2. Click the Connect button.
3. Enter your SNC password in the “Password” box and click OK.
4. Once the connection is made, a Windows Explorer (My Computer) window will open, showing three folders:

| | | |
|---------------------|---|---------------------------|
| DriveM@SNC | = | your M drive |
| DriveJ@J-DEPARTMENT | = | the J (Departments) drive |
| DriveG@G-CLASSES | = | the G (Classes) drive |

Notice that these 3 network drives appear as folders represented by a single drive letter on your computer, rather than as 3 separate drive letters like they do when you’re logged in on campus.

5. Although you *can* open and work with files directly from the network drive(s), it is not recommended. To ensure that you do not lose any work (in the event that you lose your connection to the network), and to speed things up, we recommend that you use NetDrive as follows:
 - a. Transfer the needed file(s) from the network drive to your computer’s hard drive.
 - b. Open the file from the hard drive, work on it, and save it back to your computer’s hard drive.
 - c. When finished, transfer the file from your computer back to the network drive.
6. When finished using NetDrive, right-click on the NetDrive icon  in the system tray (by the clock), go to the drive that you have connected, and choose **Disconnect**. If the NetDrive icon is still in the system tray, right-click on it again and choose **Exit** to completely close the program. To avoid problems with future NetDrive sessions, be sure to disconnect *first* before exiting the program.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.