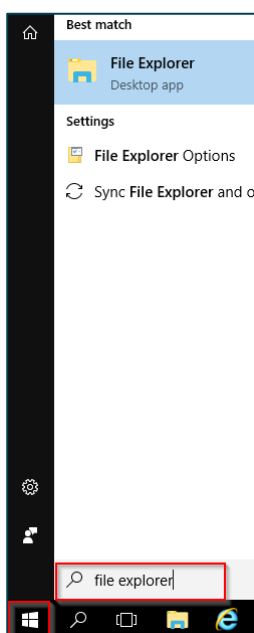


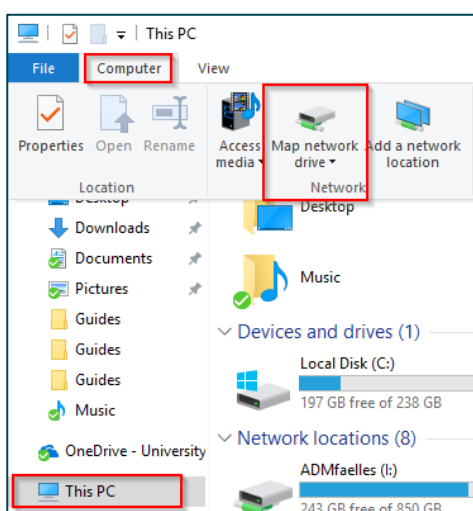
Mapping network drives – Windows 10

This guide shows how to map shared network drives at UCN. Make sure you are connected to UCN Student Wi-Fi, or with a VPN connection.

1. Open File Explorer (Type **File Explorer** in the start menu to find it)



2. In the file explorer window, open “**This PC**” Chose the Tab “**Computer**” and click “**Map network drive**”



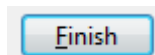
3. In the next window, choose your desired drive letter in the dropdown menu

4. Now choose which network drive you want to associate:

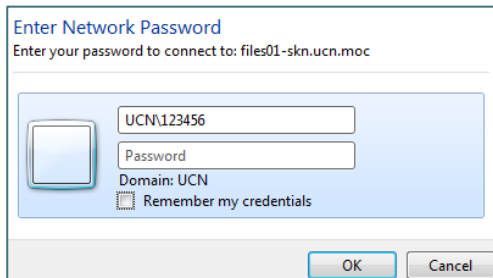
- If you want to map “Deledrev” (Shared drive) the address is: [\\filer02-skn.ucn.moc\deledrev](https://filer02-skn.ucn.moc/deledrev)
- If you want to map “Holddrev” (Team drive) the address is: [\\filer02-skn.ucn.moc\deledrev](https://filer02-skn.ucn.moc/deledrev)

Remember to tick the boxes, to make sure that the drive is mapped after a restart.

5. Press finish when you are done:



6. Now to enter the Network drive, you must enter your UCN account details. Remember to put **UCN** in front of your username like in the example:



7. You are now connected to the UCN shared network drive. Remember to be connected to the UCN Student Wi-Fi via a VPN connection to be able to access the drives.

Problems?

Please contact your local UCN Service Centre or the Service Centre HelpDesk by one of the following:

- Call 72 69 99 99
Monday-Thursday kl. 7.30-15.00
Friday kl. 7.30-14.30
- Send an e-mail to servicecenter@ucn.dk
- Create a support case on the Service Centre [Self Service Portal](#)