

Instructions for mapping a drive to the EES server

PC Users – Computers that don't require VUNetID and connected via ethernet cable to the campus network:

1. Click on "My Computer" from Start menu.
2. Under the Tools menu choose "Map Network Drive".
3. In the Drive box, choose a drive letter, for example "H" for home drive.
4. In the Folder box type choose one of the following: - [\\ees\users\VUNetID](#) (your VUNetID)
 - [\\ees\research](#)
 - [\\ees\courses](#)
5. Uncheck "Reconnect at logon"
6. Check "Connect Using a Different Credentials/Username".
7. In the first box type vanderbilt\VUNetID (your VUNetID)
8. In the second box type your VUNetID Password.
9. Click "OK", the folder will automatically open and can be seen as a Network Location in "My Computer"

Mac Users Using OS X: *

1. Under the Go menu select Connect to Server.
2. Address: smb://10.8.132.52.
3. Click Connect.
4. Login with your VUNetID and Password.
5. Select the folder you would like to view.
6. Network folder can be found under "Computer"

Connecting off-campus:

If you are attempting to connect off-campus, you will need to log in through VU-IT VPN for remote access:

<https://it.vanderbilt.edu/security/secure-communications/remote-access/>.

For Mac users the instructions for installing Pulse Secure can be found here:

<https://www.vanderbilt.edu/cybersecurity/services/remote-access-ssl-vpn/pulse-secure-mac/>

*** Note that you will be prompted for a "secondary password" while logging into the server using Pulse Secure. For all Pulse Secure users the secondary password is "push", which will then send you a notification via "Duo" for secondary authentication.