Map a Network Drive (Windows Users)

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What is MySBfiles?

Stony Brook University provides 500MB of online file storage to all Students, Faculty and Staff. Any files saved on MySBfiles are accessible from any computer with internet access. The files are protected by anti-virus software and are stored on the university’s servers. Previous versions of your documents can be retrieved and you can use MySBfiles to host a personal web site.

This document will show you how to access MySBfiles from a Windows machine on a campus network using the path:

```plaintext
\mysbfiles.campus.stonybrook.edu\~NetID
```

Use this method if you are on a campus network, i.e. Resnet or Airmnet. This provides seamless read/write access to MySBfiles. This is the best method to access your files, but will only work from on campus.

1. Double-click on My Computer to open. Click on Tools and select Map Network Drive.

2. In the Map Network Drive window, for Drive: choose any available drive letter. We will use Y: for this example. Then type in the following for Folder:

```plaintext
\mysbfiles.campus.stonybrook.edu\~NetID
```

   **NOTE:** After the ~ (tilde), replace NetID with your actual NetID and don’t forget to use the backlash \ above the Enter key.
3. Next, you will be prompted to login. Use your NetID and password.

Your Username is your NetID in this format:

```
sunysb.edu\NetID
```

*don’t forget to use the backslash usually found above the enter key*

4. Once you have mapped to the network drive, you will see it mounted under Network Drives next time you open My Computer.