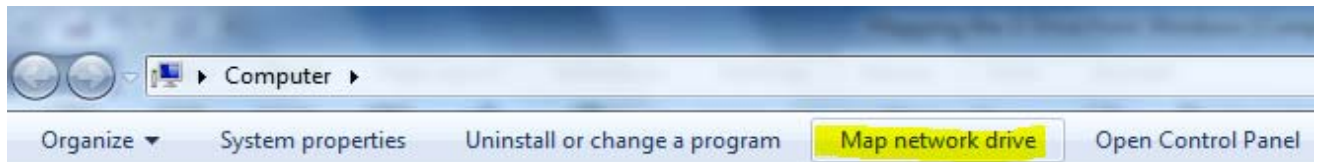




Mapping the G Drive for Windows

1. Go to **My Computer** in the **Start** menu and choose **Map network drive** which is located within the top toolbar.

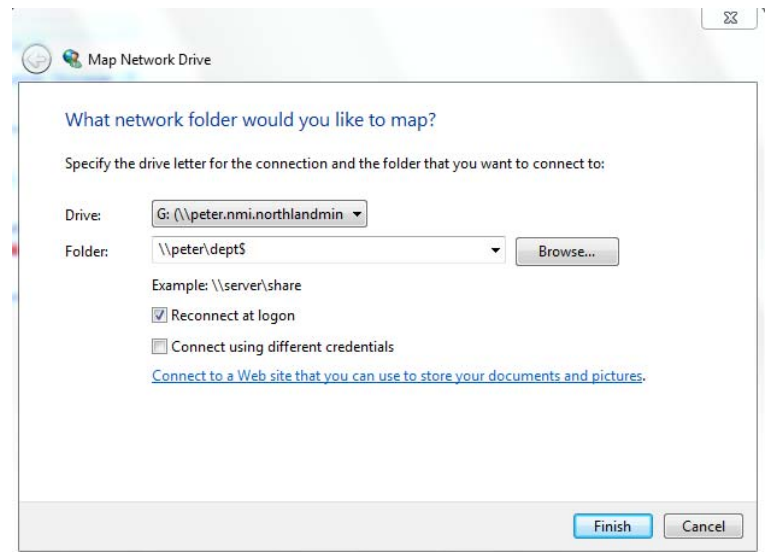


1. Under **Drive**, select **G:**
 - a. If your drive has already been mapped, you will see a path similar to what is shown. However, if there is only a G: for a selection, you will need to proceed with the mapping.

2. In **Folder**, type

[\\peter.nmi.northlandministries.org\dept\\$](http://\peter.nmi.northlandministries.org\dept$).

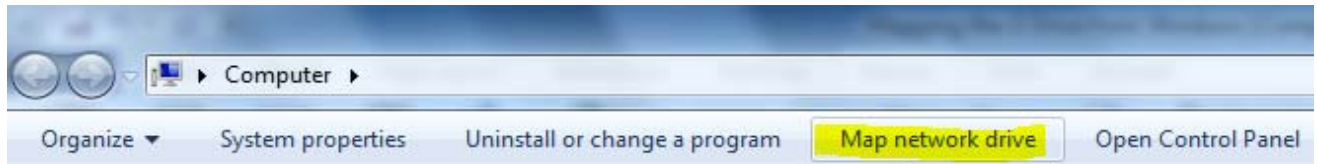
3. Make sure to check **Reconnect at logon** and **Connect using different credentials**.



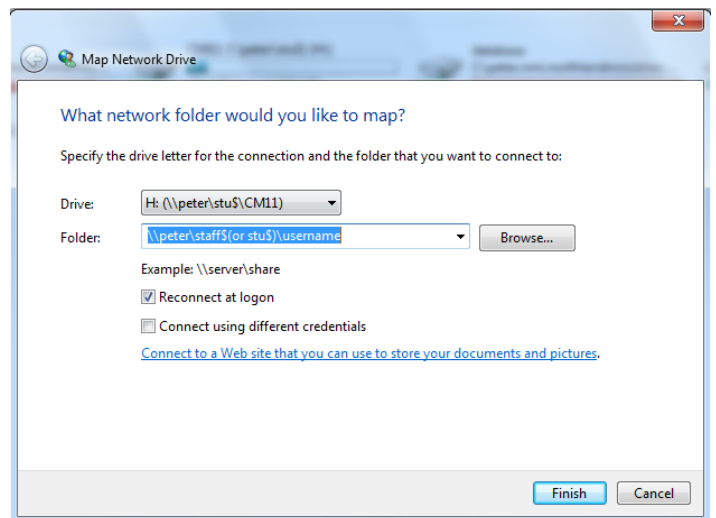
4. You will then need to enter your NMI login and password, making sure to put “nmi\” before your login name.
5. Click **Finish**.
6. The G drive will appear in **My Computer**.

Mapping the H Drive for Windows

1. Go to **My Computer** in the **Start** menu and choose **Map network drive** which is located within the top toolbar.



2. Under **Drive**, select **H:**
 - a. If your drive has already been mapped, you will see a path similar to what is shown. However, if there is only a H: for a selection, you will need to proceed with the mapping.



3. In **Folder**, staff or faculty members type [\\peter.northlandministries.org\staff\\$\username](http://peter.northlandministries.org/staff$/username).
4. In **Folder**, students type [\\peter.northlandministries.org\stu\\$\username](http://peter.northlandministries.org/stu$/username).
5. Make sure to check **Reconnect at logon** and **Connect using different credentials**
6. The student will have to sign in using his or her login and password.
 - a. You will need to put "nmi\" before the login but not before the password.
7. Click **Finish**.
8. The H drive will appear in **My Computer**.

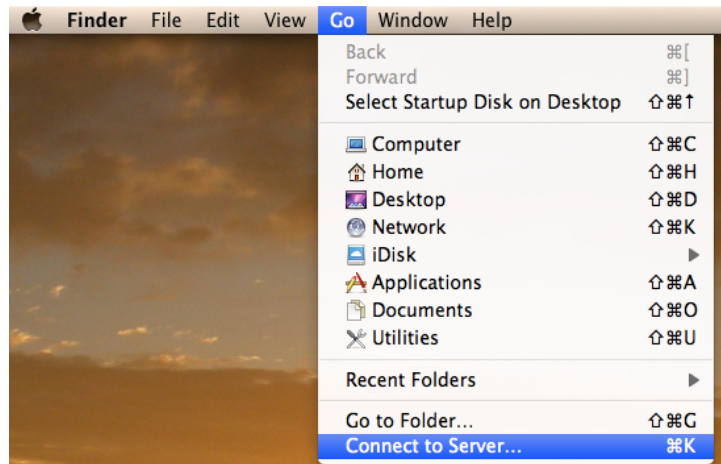
Mapping the G Drive on Mac

1. Make sure you are in **Finder**

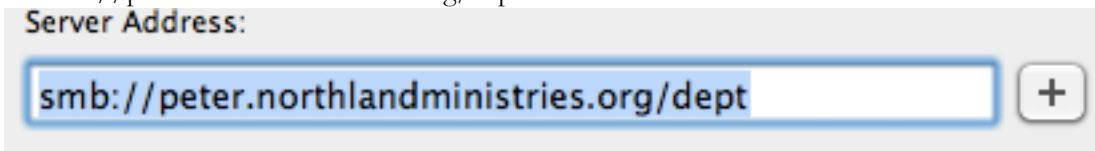


- a. Click on the application on your dock
- b. Or click on your background

2. At the top tool bar click **Go**
 - a. Under **Go**, click on **Connect to Server...**
 - b. Or hit Command + K



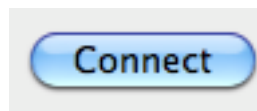
3. Under **Server Address:** type in
“smb://peter.northlandministries.org/dept”



4. Click the **+** button to the right of the **Server Address** text box
 - a. This will save the server to your **Favorite Servers** list



5. Click on the name of the server you want and click **Connect** to access the server.



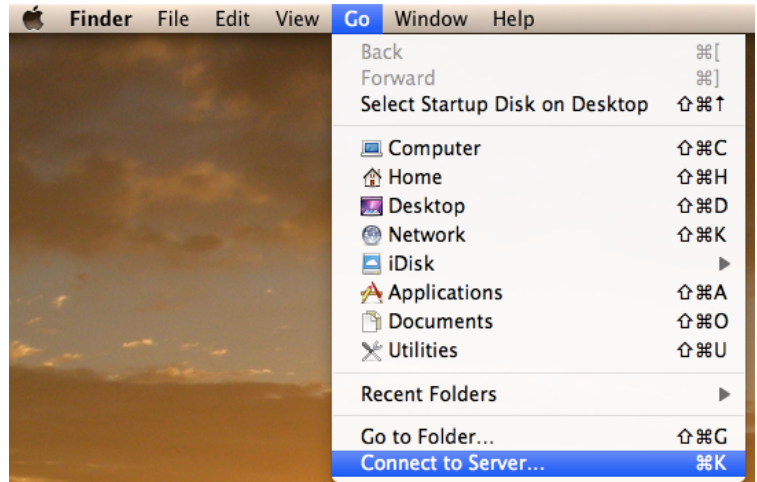
Mapping the H drive for Mac

1. Make sure you are in **Finder**

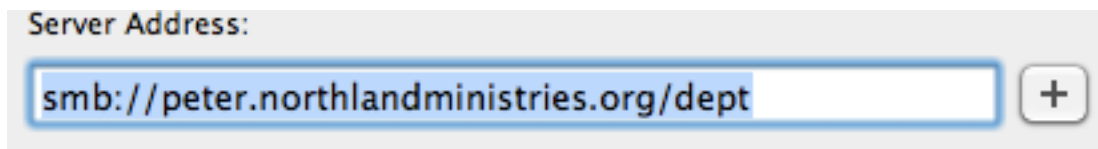


- a. Click on the application on your dock
- b. Or click on your background

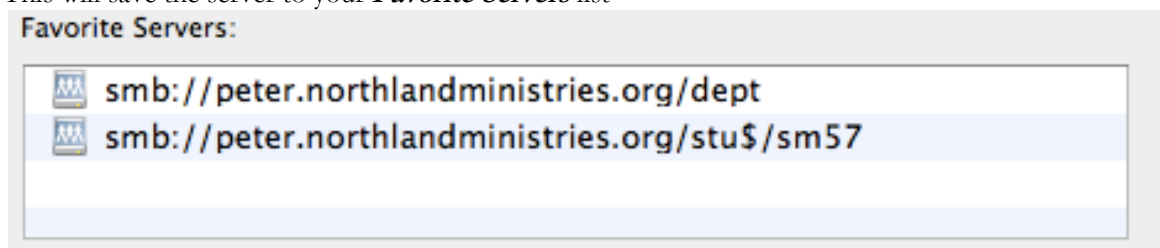
2. At the top tool bar click **Go**
 - a. Under **Go**, click on **Connect to Server...**
 - b. Or just hit Command + K



3. Under **Server Address:** type in
“smb://peter.northlandministries.org/[stu\$ or staff\$]/[username]”



4. Click the **+** button to the right of the **Server Address:** text box
 - a. This will save the server to your **Favorite Servers** list



5. Click on the name of the server you want and click **Connect** to access the server.

