

Instructions for mapping a drive to the EES server

PC Users – Computers that don't require VUNetID:

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://129.59.117.8
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"

If you are unable to connect, try cifs://129.59.117.8 as the server address.

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/>.