1. Open any file Explorer window and go to **This PC**
2. Click the **Computer Tab**
3. Then select **Map a Network Drive**
4. Set Drive: as **T:**Folder as **\\win.pass.psu.edu\pass\dept\ag\_ento\
Check both boxes** (See below pic)


5. You will be prompted for password. In the user field put in **userid@dce.psu.edu** **and your Penn State password**
6. And now you are connected and should see it mapped when you go to this pc on your computer in the future
7. You need to be on a PSU network or connected to VPN to reach the folder

Instructions for MAC users

1. In the Finder, use the “Go” drop down menu and choose “Connect to Server...”
2. In the window type: smb://win.pass.psu.edu/pass/depts/ag\_ento
3. “Connect”
4. When prompted for name and password, use your email with the ending “@dce.psu.edu” and your normal Penn State password.