

Accessing CNRFileBox From A Non-CNTRLSRVS Domained Computer Windows 7

- I. Launch the VPN if you're not connected to the Internet with an Ethernet cable in one of CNR's buildings. For assistance with the VPN please see our "[Configuring the Virginia Tech Virtual Private Network \(VPN\) for 7](#)" FAQ.
- II. Right click on "Computer" and select the "Map Network Drive..." option, which should pull up the "Map Network Drive" dialog box.
- III. You can change the "Drive:" letter if you wish but there's probably no reason to.
- IV. In the "Folder:" field type:
 - a. "\\cnrfilebox.cnre.vt.edu\Sharename" without the quotes.
 - b. Sharename will either be your PID to access your files on the server or the group share that you wish to access.
- V. Check or uncheck the "Reconnect at logon" option accordingly depending on if you want this mapping to occur every time you logon to this computer.
- VI. Check the "Connect using different credentials" option.
- VII. Click on the "Finish" button.
- VIII. Enter in "Hokies\YourPIDhere" without the quotes in the "User name" field.
- IX. Enter in your Hokies password in the "Password" field.
- X. Check the "Remember my credentials" option only if you are logged in to this computer with an account that only you can access. Otherwise anyone else who uses this computer and account will also be able to access your files on CNRFileBox.
- XI. Click on the "OK" button.