
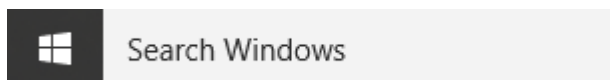


Windows 10 – Connecting to CAS Servers

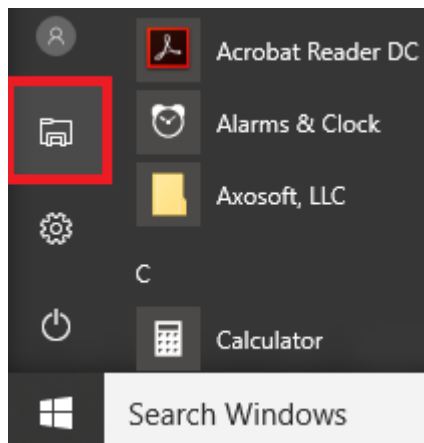
1. Either press and hold down the Windows logo key,  and press E, and go to step 4, or go to step 2 now.



2. Click the start button.

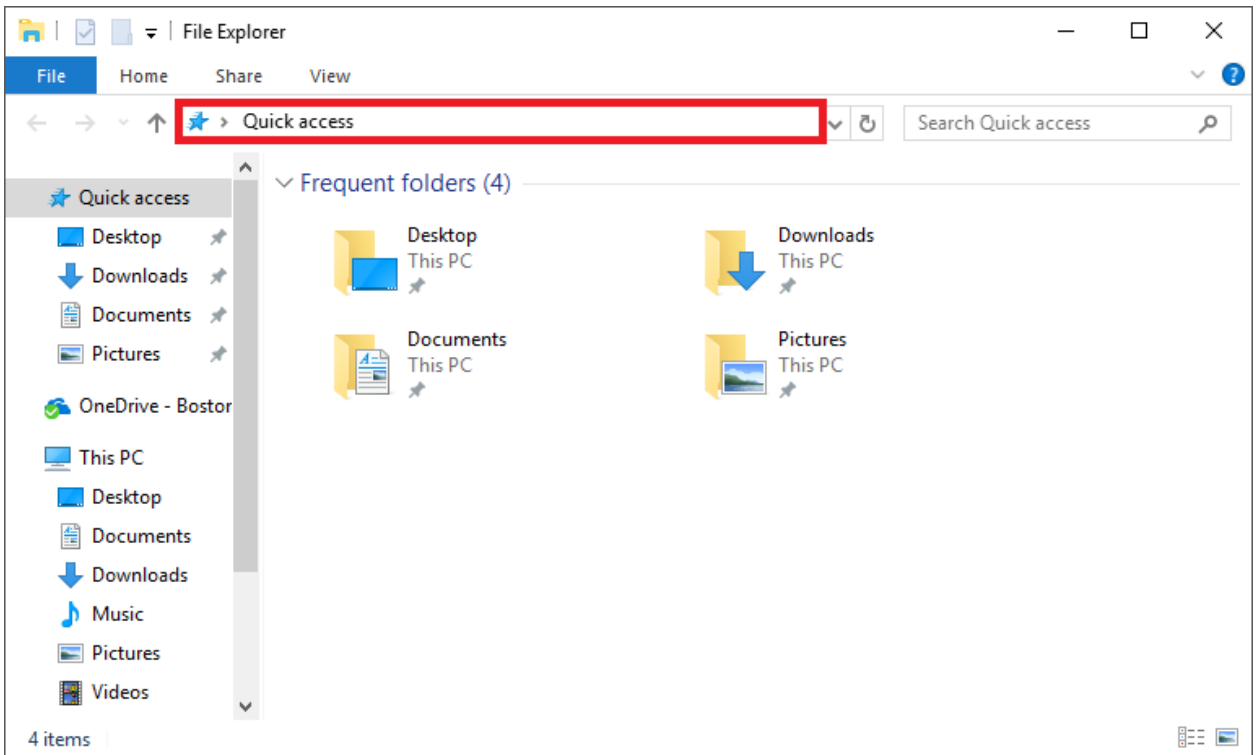


3. Click the folder icon.

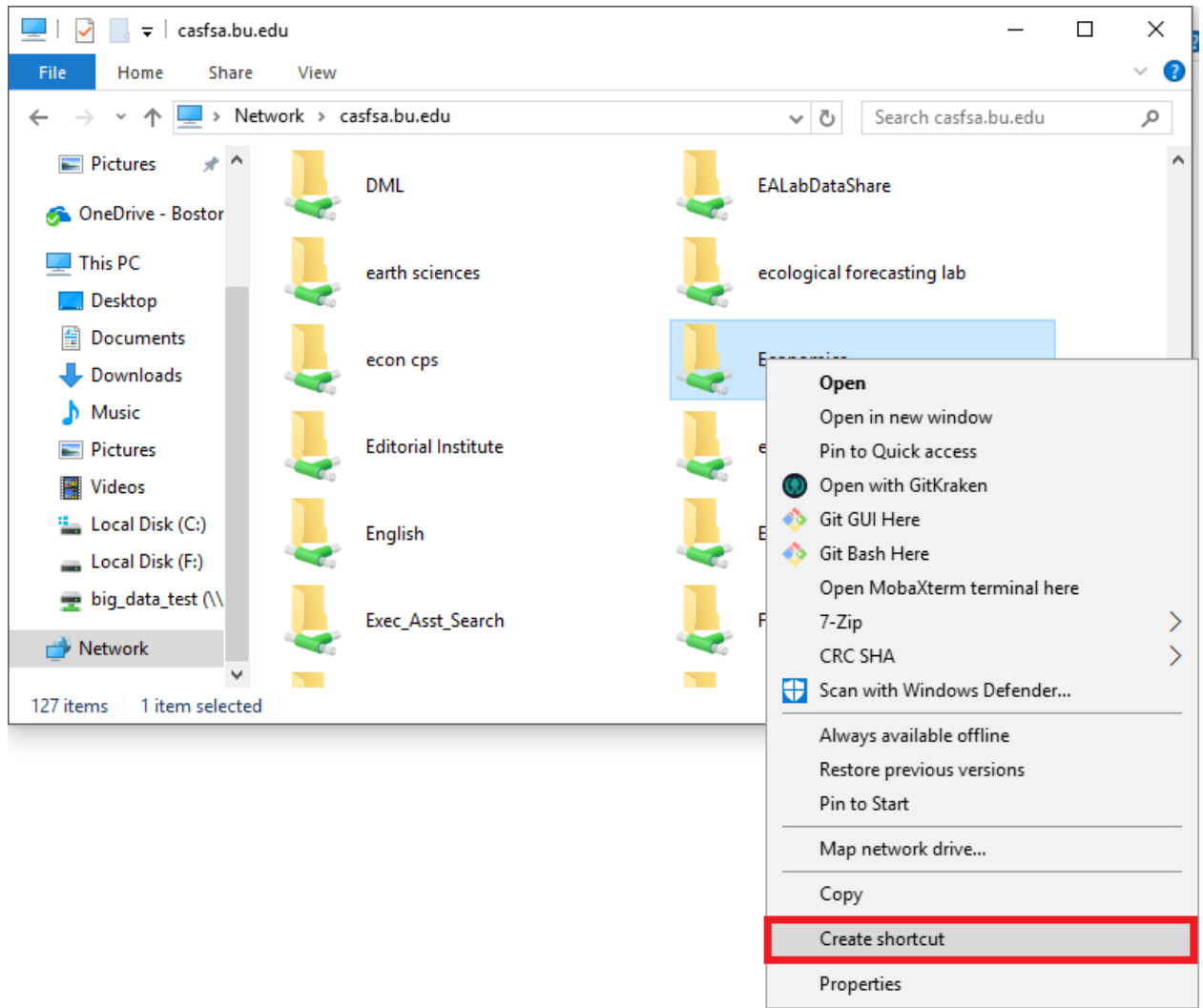


4. Enter the path to the server folder in the red box. For example:
`\\casfsa.bu.edu\your_folder_name`

If prompted for a username and password, enter `ad\your BU username` and Kerberos password.



5. To make a desktop shortcut to the folder, delete the \ and folder name in the path, e.g., \\casfsa.bu.edu, and press enter. You will see a list of folders. Right click on the desired folder, scroll down the menu and click on Create Shortcut. The shortcut will appear on your desktop.

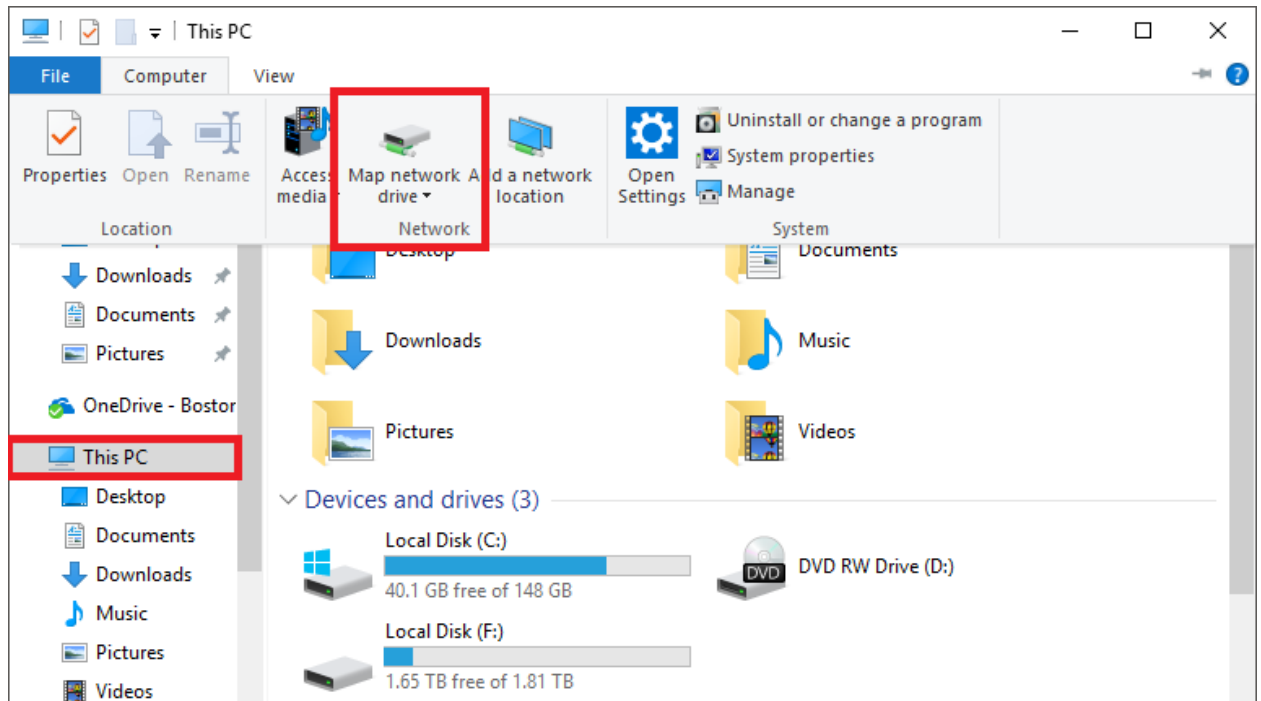


Windows 10 – Mapping a Network Drive

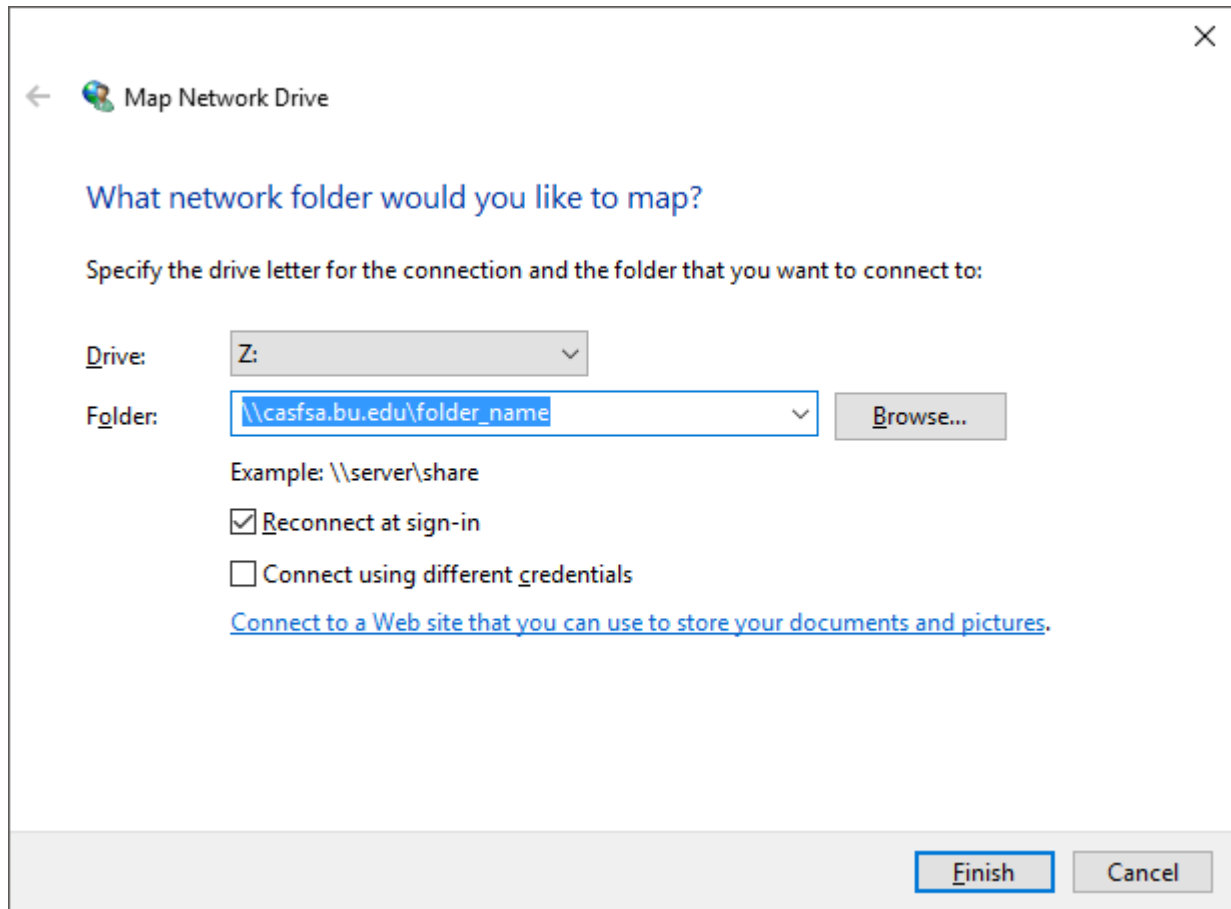
1. Press and hold down the Windows logo key,  and press E.



2. Click on This PC (if it is not already highlighted). Click on the computer tab and select Map network drive.



3. In the Map Network Drive window:
 - a. The computer will select an available drive letter but you can change it using the down arrow in the Drive letter box, if you have a preference.



- b. In the Folder: box, type the path to the server and folder, e.g.,
\\casfsa.bu.edu\folder_name
- c. In some cases, e.g., connecting from off campus using vpn, you should check the box for Connect using different credentials and click finish.
- d. When prompted for a username and password, enter ad\your BU username and Kerberos password and click okay.