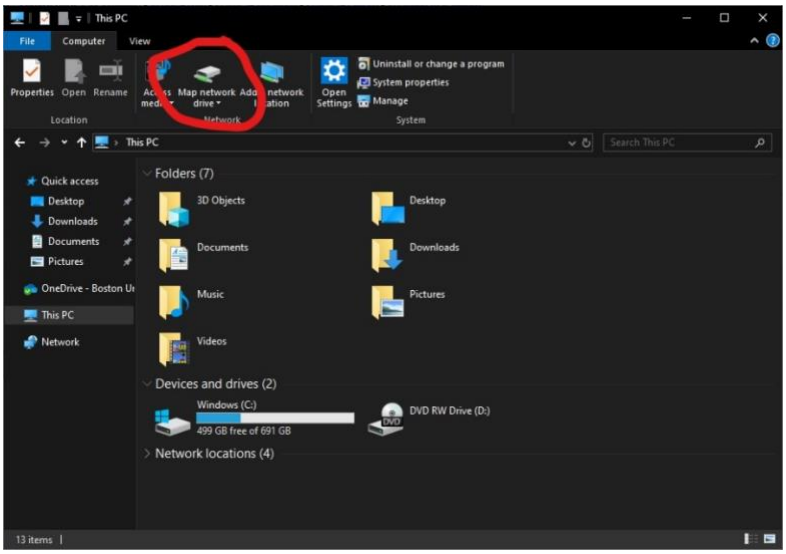
**Connecting to CAS Class Folders**

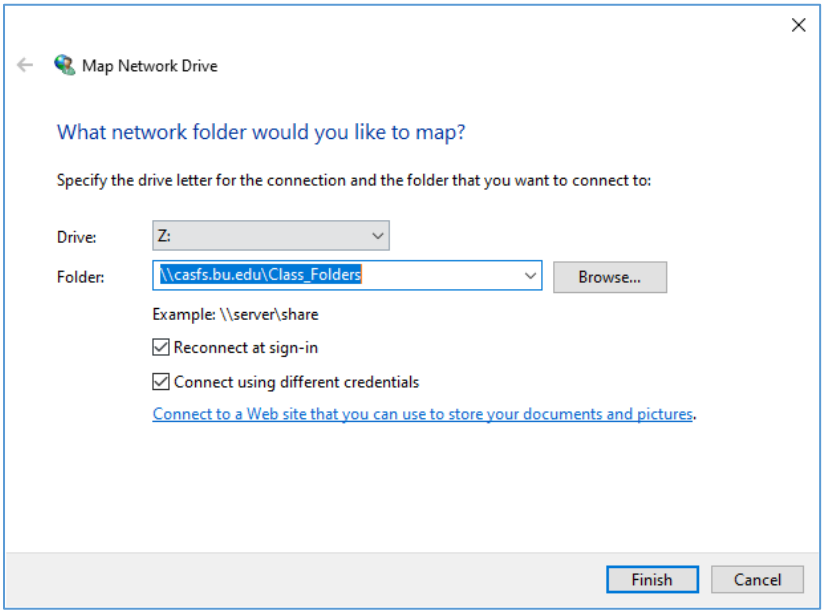
## Windows 10

1. Open the *This PC* window by clicking on the start menu button and typing *This PC*
2. In the window that opens, select the *Computer* tab and then, select the option called *Map Network Drive*




NOTE: You may need to press the Alt button on your keyboard to allow you to view more options, if the *Map Network Drive* option is not immediately apparent.

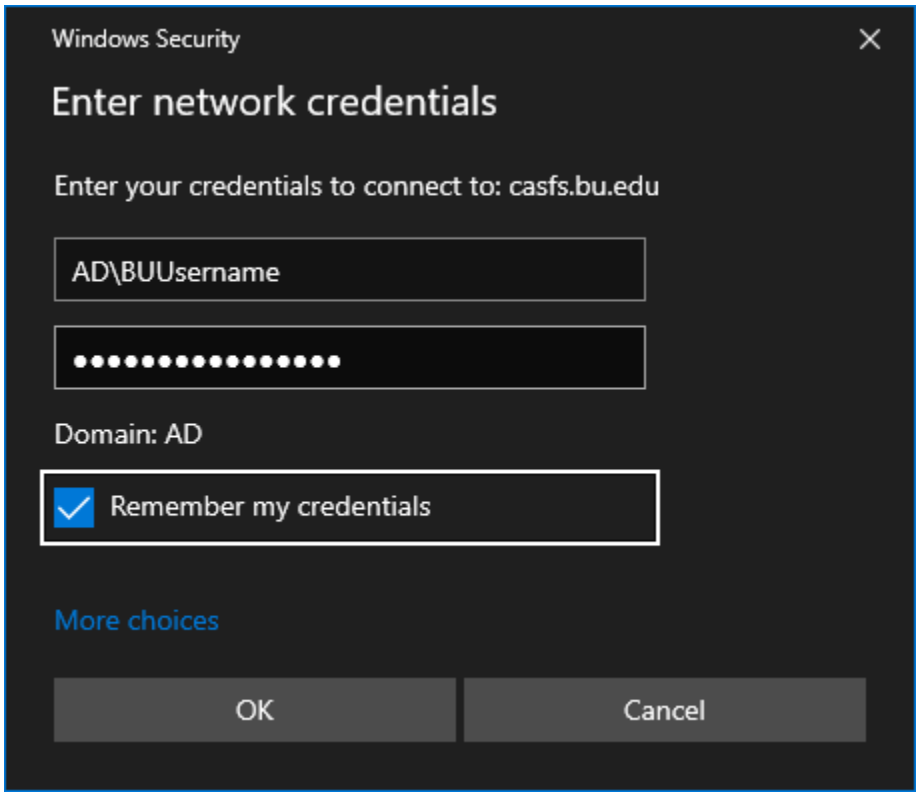
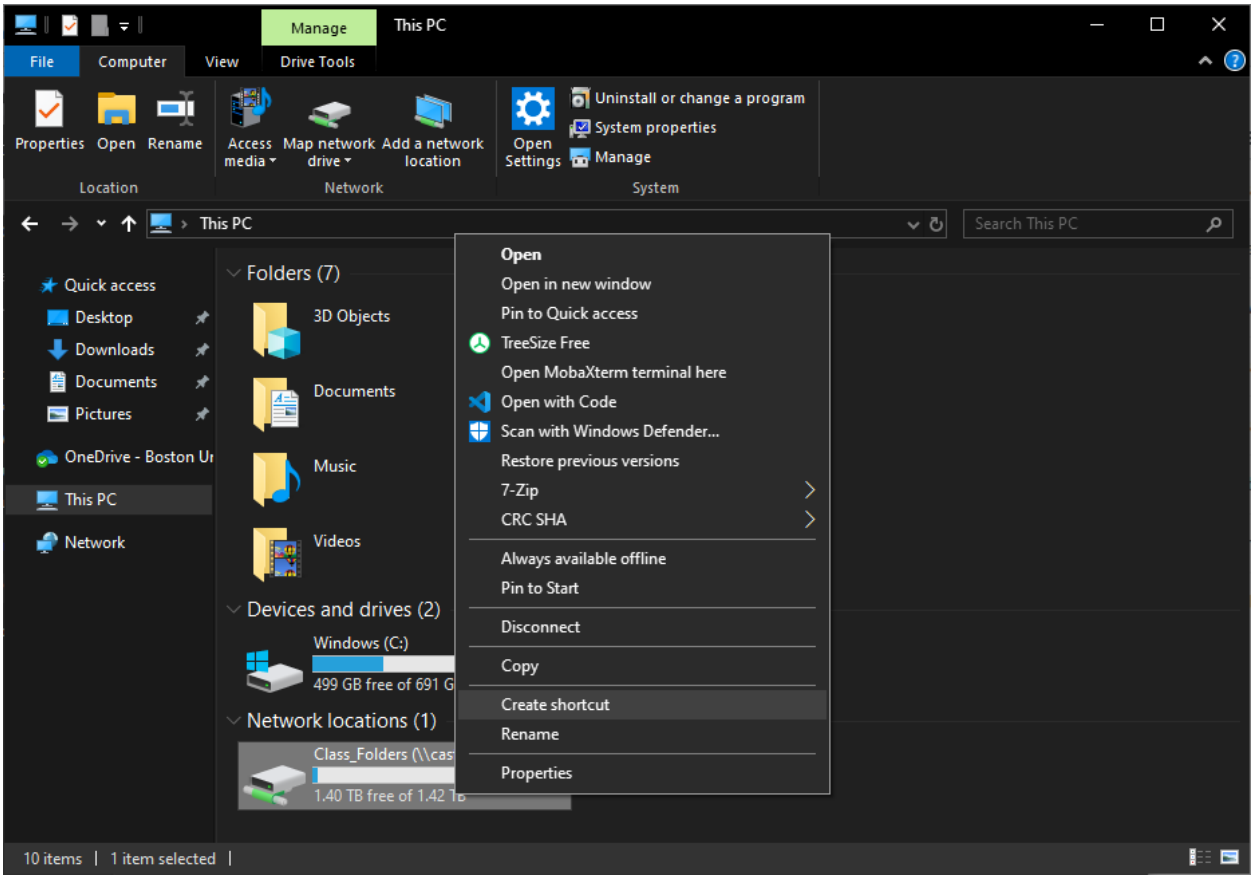
3. In the Folder field, type in the path to the server and folder on said server that you need access to prefixed by two backslashes ("\\")




To access the class folders, enter *\\casfs.bu.edu\Class_Folders*

4. If you are connecting from a non-domain account (like with a personal device), make sure that the checkbox *Connect using different credentials* is selected.
5. If you want to reconnect every time you log on to the machine, select the *Reconnect at logon* checkbox
6. Click Finish.
7. If an authentication screen pops up, if you are connecting from a non-domain account (like with most personal devices), enter your credentials in the following format:
    - Username: AD*BUusername*
    - Password: *KerberosPassword*

    Where *BUusername* corresponds to the first part of your BU email address (before the @bu.edu)



8. While connected to the fileserver, you can right-click on the drive letter corresponding to the server connection in *My Computer* and select *Create a shortcut* which will create a shortcut icon on your desktop so you do not need to go through the previous steps every time.