Connecting To The Campus Document Repository

California State University Fullerton
Campus Information Technology
Windows XP and Window 7 Presentation
• You will need two paths to connect to the campus document repository
  - https://mybox.fullerton.edu
  - https://mybox.fullerton.edu/myfiles/[username-initial]

  Where it says [username-initial] above use the first letter of your campus username. For example if you campus username is “tbenbow” use the letter “t”

• You will be “mapping” the above folders so that they appear like drives on your computer such as the “C” local hard drive.
Window XP Instructions

- Begin by opening the “My Computer icon on the desktop
- From the Tools menu, click Map Network Drive.... A new Map Network Drive window opens.
Window XP Instructions

• In the Map Network Drive window, choose an available drive letter from the dropdown list located next to the "Drive:" option.

• Enter the path to the folder box (as listed below)
  – https://mybox.fullerton.edu/myfiles/[username-initial]
    You will need to preform each of these actions a second time for: https://mybox.fullerton.edu

• Click the "Reconnect at login"

• Click Finish.
Window 7 Instructions

• Begin by opening the “Computer” icon on the desktop and select “Map Network Drive” from the top menu bar.

• A new Map Network Drive window opens.
Window 7 Instructions

• In the Map Network Drive window, choose an available drive letter from the dropdown list located next to the "Drive:" option.

• Enter the path to the drive path into the “folder” box (see below)
  - https://mybox.fullerton.edu/myfiles/[username-initial]

  You will need to perform each of these actions a second time for: https://mybox.fullerton.edu

• Click the "Reconnect at login"
• Click Finish.
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