Connect to the Production Web Server as a Mapped Drive with Windows 8.1

These instructions will connect you to the live www.marquette.edu Web server, also known as the production (prod) server. If you do not use Adobe Contribute or Adobe Dreamweaver, you can map your Web server files to a drive and edit them directly. Otherwise, you can drag and drop files to the web folder in the mapped drive to make them public.

Before You Start
You must either use a wired network connection (Ethernet) on campus or connect to the encrypted MU_Admin wireless network (employees only).

If you are using the MU_Wireless network on campus or accessing from off-campus, you must first access Marquette Web VPN (see [http://www.marquette.edu/vpn/](http://www.marquette.edu/vpn/) for details).

1) From the Windows 8 start screen, click Desktop.
2) The Desktop appears. Click the “My PC” folder icon in the bottom taskbar.

3) A new window opens. Click the Computer tab. Then click Map network drive.
4) The Map Network Drive window appears.

A) Select a drive letter. If it’s not used, pick W: (for Web).

B) For “Folder:” you will need to adjust the following text then type it in the text box:

```plaintext
\www.marquette.edu\prod-username
```

where `username` appears, insert your eMarq/Marqnet username.

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**If you do not login to your computer with eMarq/Marqnet username and password**

Note that if you do not use your eMarq/Marqnet username and password to login to your computer, you will need to click “Connect using a different user name” then enter your eMarq/Marqnet username and password. Be sure your username is entered as `marqnet\username` where `username` is your actual eMarq/Marqnet username.

C) Click **Finish**.
5) Your Web folders and files appear.

Important: Do not rename the site folder(s) or the web folder within the site folder; renaming these folders will disrupt access to your website.

![Image of folder named site]

Need help?
If you encounter problems, contact the IT Services Help Desk at (414) 288-7799 or helpdesk@marquette.edu.