Connect to the Scans Server from Windows

LTS offers a network server for secure temporary storage of scanned documents from supported scanners. Follow the instructions below to 'map a drive' to this server in order to access your scans.

1. **Click Start,** and begin typing "computer". Then, **right-click** on "This PC", and select "Map Network Drive"

2. From the "Drive" **pull-down,** select an un-used drive **letter,** such as "S".

Then, in the "Folder" box, type "\scans.lehigh.edu\<username>" where <username> is your Lehigh username, for example "dab406".

Click "Finish".

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