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".