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”**.