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"**.