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"

![](image1.png)

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".

![](image2.png)