

# Mapping a Drive on Windows 10

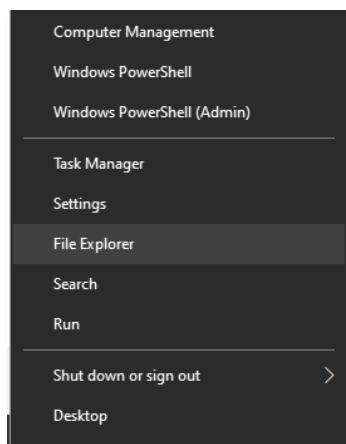
While remotely accessing your files stored on the University's Active Directory servers (H, K, J and/or I drive), access is accomplished by mapping a drive directly. Please configure your system as outlined in the instructions below.

**You will need to perform these steps each time you would like to access your files;** however, you will not need to enter in the path each time. It will be saved so you can select it from the "Folder" drop down menu in the Map Network Drive screen. If you need to access multiple drives, you must map each drive separately, but all can be open at the same time.

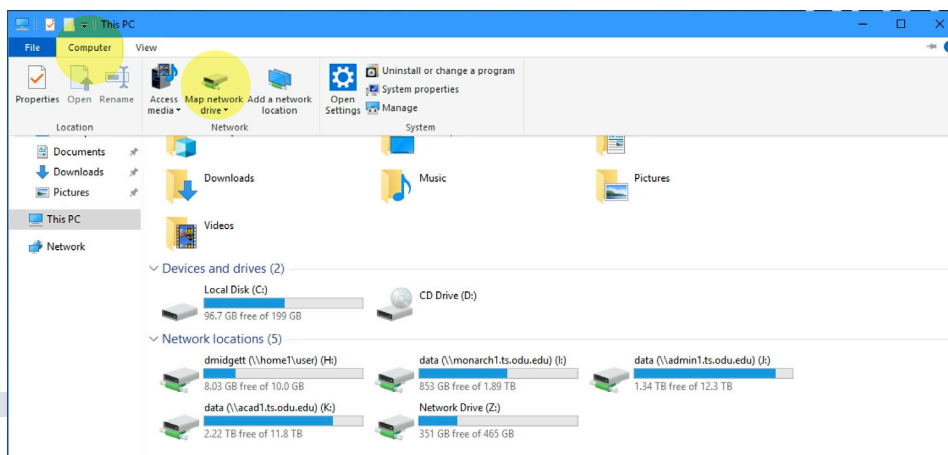
**Important Note for Faculty/Staff:** You will need to connect through the Campus VPN in order to remotely access your files. Information on VPN access can be found in the [VPN Access Procedure PDF](#).

## To map a network drive

1. Right click on the **Windows** logo button and select **File Explorer**.

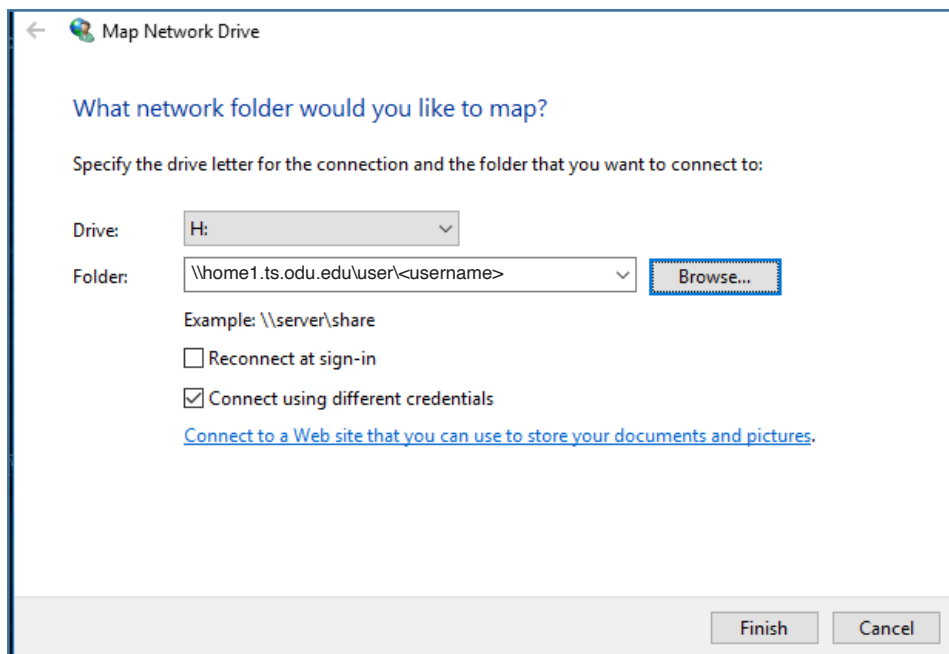


2. Select **This PC** from the left pane. Select the **Computer** tab, then **Map network drive**.

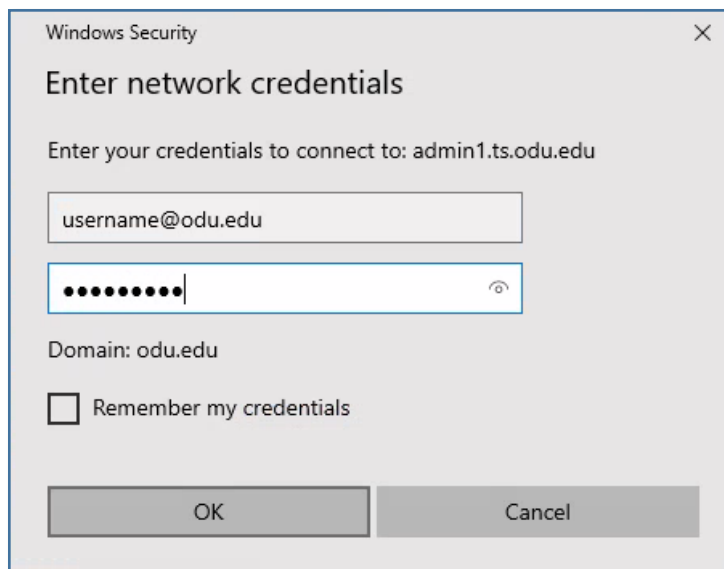


## To map your H drive

1. Select H: (or any available letter) from the **Drive** drop down menu.
2. Type the following in the **Folder** field: `\\home1.ts.odu.edu\user\  
<username>` (replacing <username> with your faculty/staff user name).
3. Uncheck **Reconnect at sign-in**; check **Connect using different credentials**.
4. Click **Finish**.



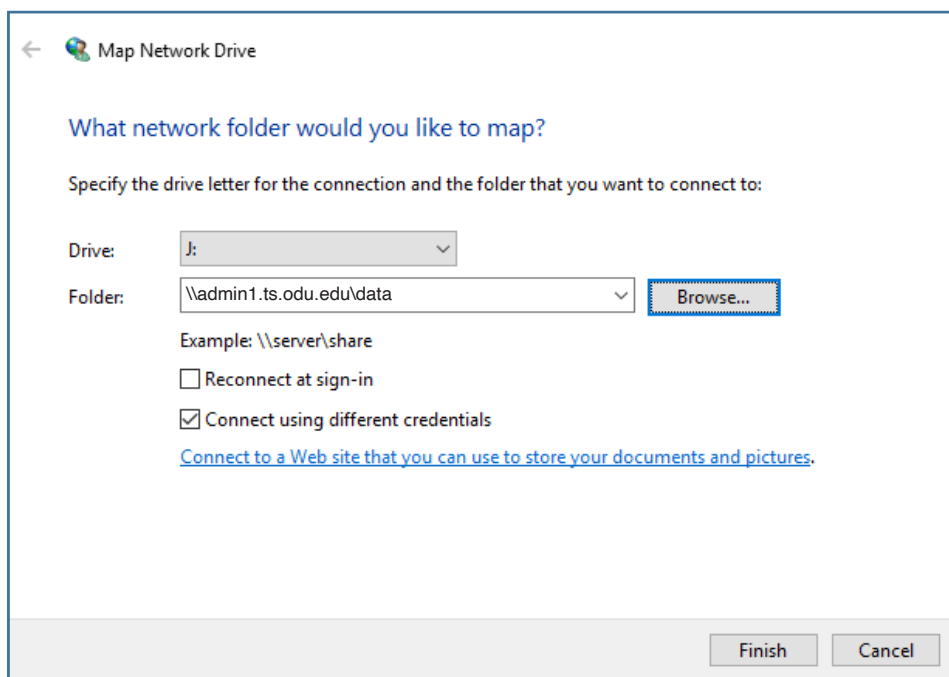
5. Enter your faculty/staff ID and password. (Note: Username must be in the form of `username@odu.edu`.)



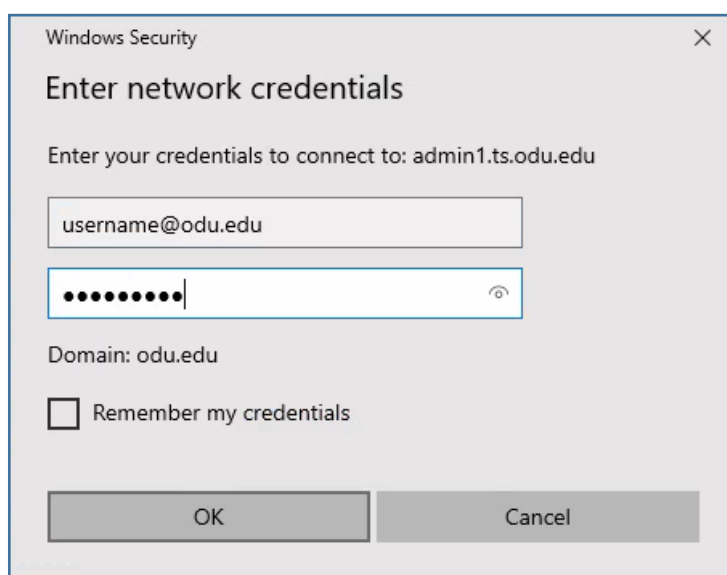
6. Click **OK**.
7. Your H drive and its contents will now appear.

## To map your Department/College shared drive

1. Select J: (or any available letter) from the **Drive** drop down menu.
2. Type one of the following in the **Folder** field:
  - a. For Faculty, type \\acad1.ts.odu.edu\data
  - b. For Staff, type \\admin1.ts.odu.edu\data
3. Uncheck **Reconnect at sign-in**; check **Connect using different credentials**.
4. Click **Finish**.



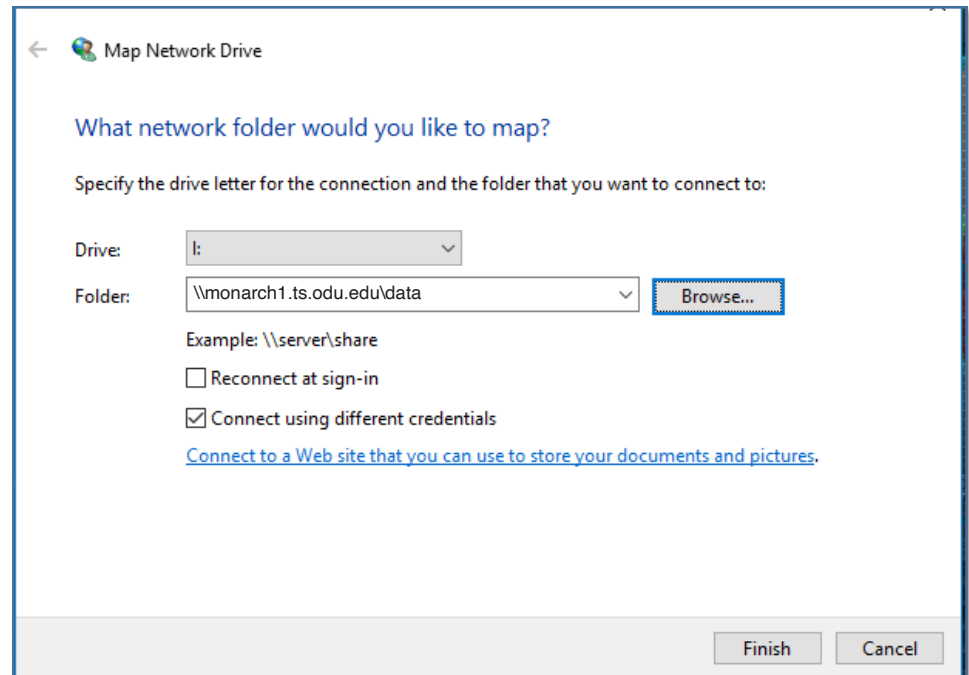
5. Enter your faculty/staff ID and password. (Note: Username must be in the form of *username@odu.edu*.)



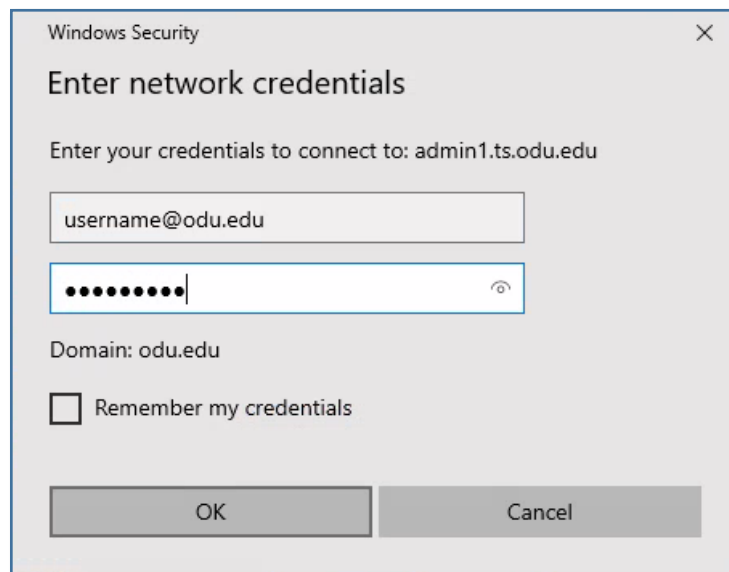
6. Click **OK**.
7. Your J drive and its contents will now appear.

## To map the University's shared drive (I:)

1. Select I: (or any available letter) from the **Drive** drop down menu.
2. Type the following in the **Folder** field: `\\monarch1.ts.odu.edu\data`
3. Uncheck **Reconnect at sign-in**; check **Connect using different credentials**.
4. Click **Finish**.



5. Enter your faculty/staff ID and password. (Note: Username must be in the form of `username@odu.edu`.)



6. Click **OK**.
7. Your I drive and its contents will now appear.