OLD DOMINION UNIVERSITY

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 <u>VPN Access Procedure PDF</u>.

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**.

🖵 🕑 🥖 🖛 This PC				-	×
File Computer V	ew				-* 🕐
Properties Open Rename	Access Map network media • Map network Add a network location	Open Manage			
Location	Network	System	1 *****		
🔮 Documents 🖈					
↓ Downloads	Downloads	Music	Pictures		
This PC Network	Videos				
-	v Devices and drives (2)				
	Local Disk (C:) 96.7 GB free of 199 GB	CD Drive (D:)			
	V Network locations (5)				
	dmidgett (\\home1\user)	H:) data (\\monarch1.ts.odu.edu) (853 GB free of 1.89 TB	k) data (\\admin1.ts.odu.edu) (/;)		
	data (\\acad1.ts.odu.edu)	K:) Network Drive (Z:) 351 GB free of 465 GB	-		

Information Technology Services

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To map your H drive

- 1. Select H: (or any available letter) from the **Drive** drop down menu.
- 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**.

🔶 🍕 Map N	🄏 Map Network Drive				
What n	What network folder would you like to map?				
Specify the drive letter for the connection and the folder that you want to connect to:					
Drive:	H: ~				
Folder:	\\home1.ts.odu.edu\user\ <username></username>				
	Example: \\server\share				
	Reconnect at sign-in				
	Connect using different credentials				
	Connect to a Web site that you can use to store your documents and pictures.				
	Finish Cancel				

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

Windows Security	×		
Enter network credentials			
Enter your credentials to connect to: admin1.ts.odu.edu			
username@odu.edu			
•••••••			
Domain: odu.edu			
Remember my credentials			
	_		
OK Cancel			

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

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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**.

🔶 🤏 Map	Network Drive				
What r	What network folder would you like to map?				
Specify t	he drive letter for the connection and the folder that you want to connect to:				
Drive:	J: ~				
Folder:	\\admin1.ts.odu.edu\data ~ Browse				
	Example: \\server\share				
	Reconnect at sign-in				
	Connect using different credentials				
	Connect to a Web site that you can use to store your documents and pictures.				
	Field Const.				

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

Windows Security	×			
Enter network credentials				
Enter your credentials to connect to: admin1.ts.odu.edu				
username@odu.edu				
••••••				
Domain: odu.edu				
Remember my credentials				
OK Cancel				

Mapping a Drive on Windows 10

- 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**.

÷	Map Network Drive				
	What network folder would you like to map?				
	Specify the drive letter for the connection and the folder that you want to connect to:				
	Drive:	k v			
	Folder:	\\monarch1.ts.odu.edu\data v Browse			
		Example: \\server\share			
	Reconnect at sign-in				
	Connect using different credentials				
	Connect to a Web site that you can use to store your documents and pictures.				
		Finish Cancel			

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

Windows Security	×		
Enter network credentials			
Enter your credentials to connect to: admin1.ts.odu.edu			
username@odu.edu			
•••••••			
Domain: odu.edu			
Remember my credentials			
OK Cancel			

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

Mapping a Drive on Windows 10