Mapping a Drive on a Mac

OLD DOMINION
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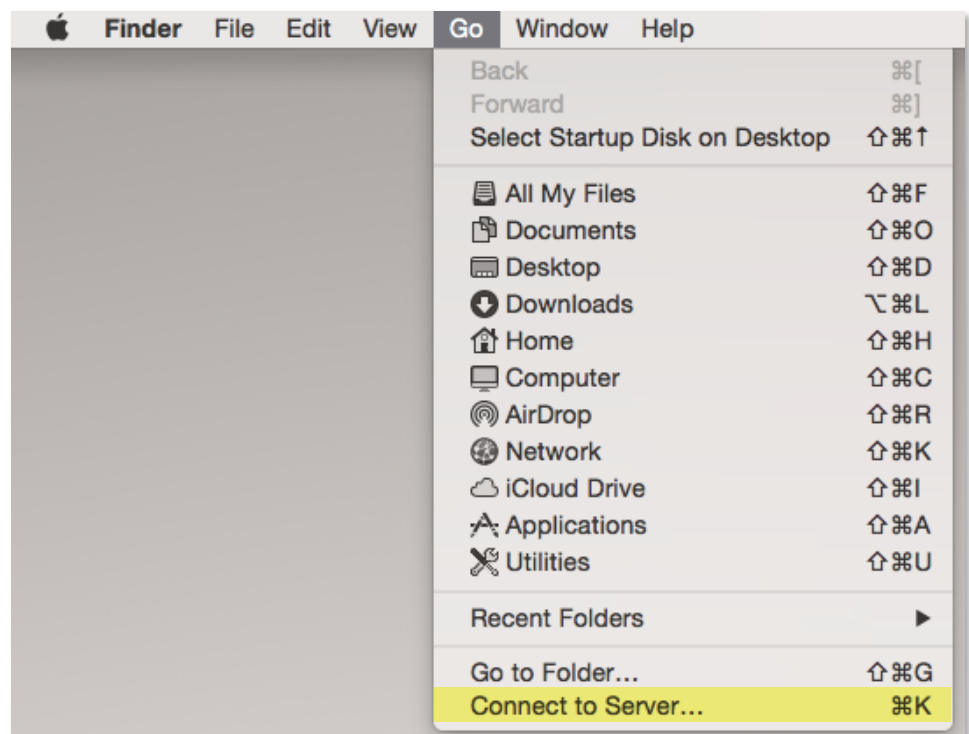1100 Monarch Hall

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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 if you save it. 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. Click anywhere on a blank part of your desktop to make sure your Finder bar says Finder in the upper left hand corner next to the apple.

2. Click on the **Go** option.

3. Click on **Connect to Server**.
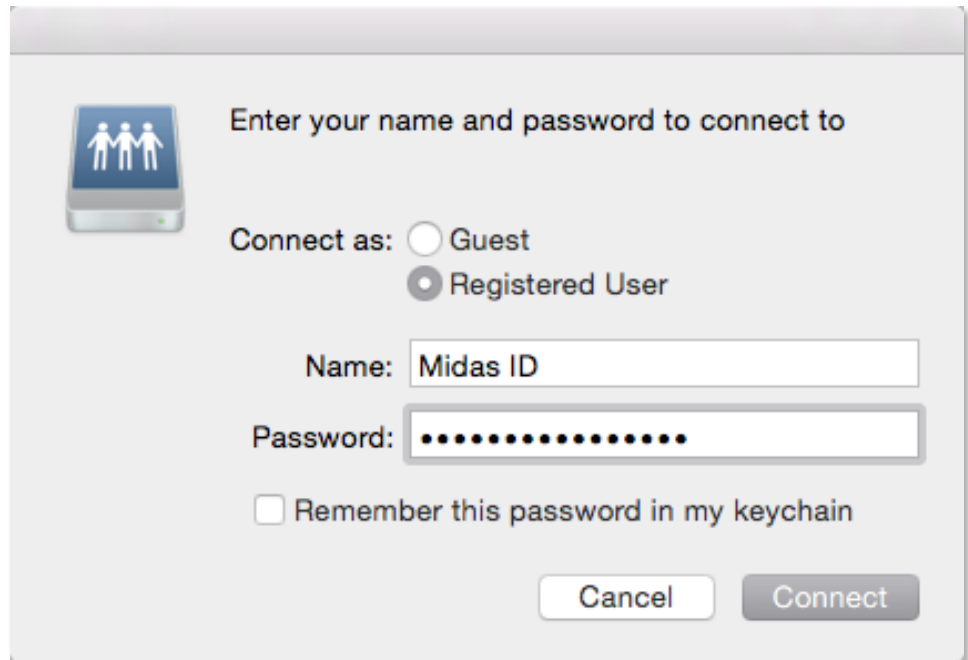
To connect to your H drive

1. Type in smb://home1.ts.odu.edu/user/<username> (replacing <username> with your faculty/staff user name).

2. Click the + sign to add it to your favorite servers. If you have done this correctly, it will look like this:
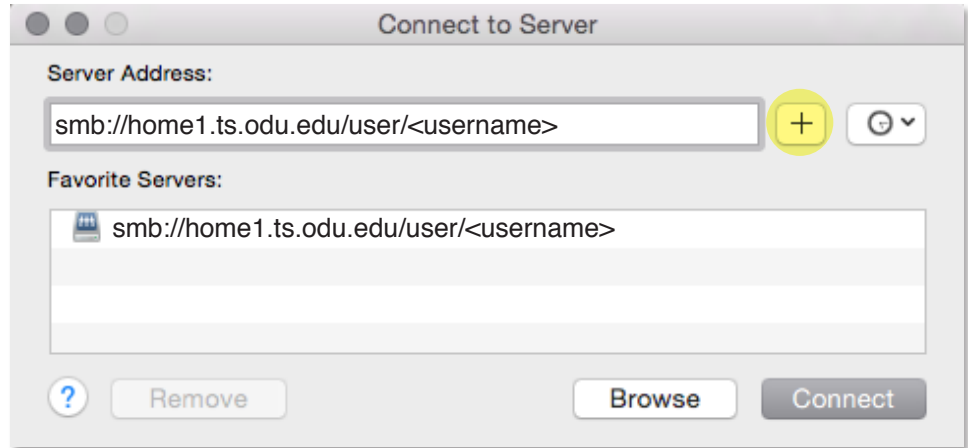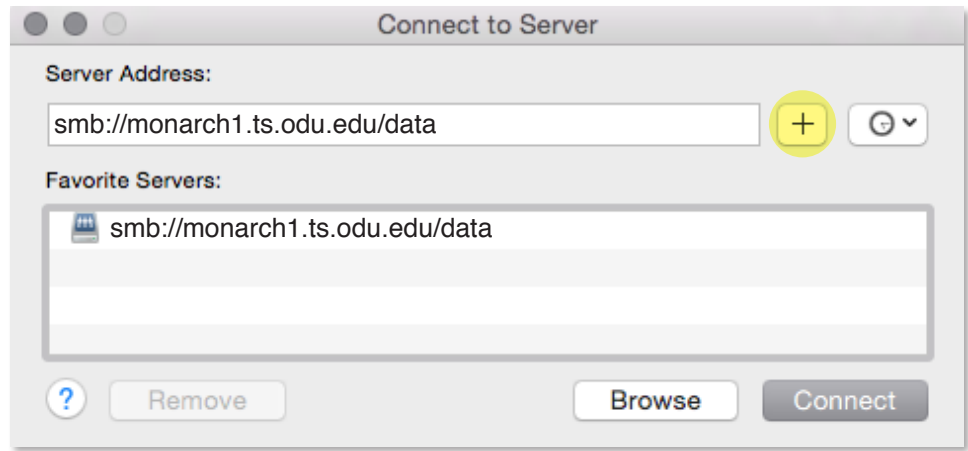

3. Click **Connect**. If prompted for a username and password, enter your faculty/staff ID and password.
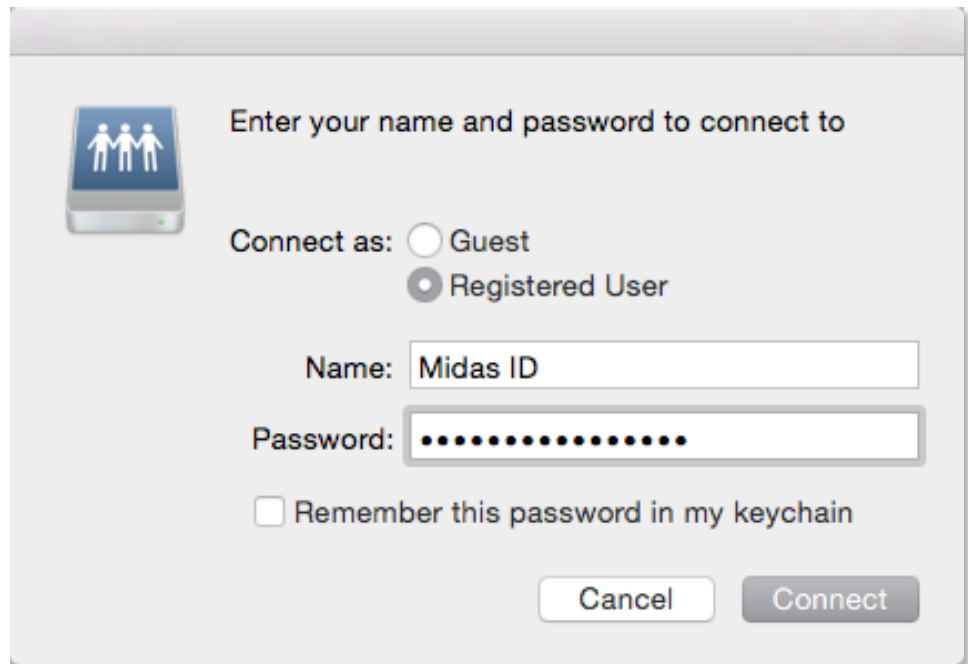

4. You are now connected to your personal drive.

To connect to your I drive

1. Type in smb://monarch1.ts.odu.edu/data, and then click the + sign to add it to your favorite servers. If you have done this correctly, it will look like this:
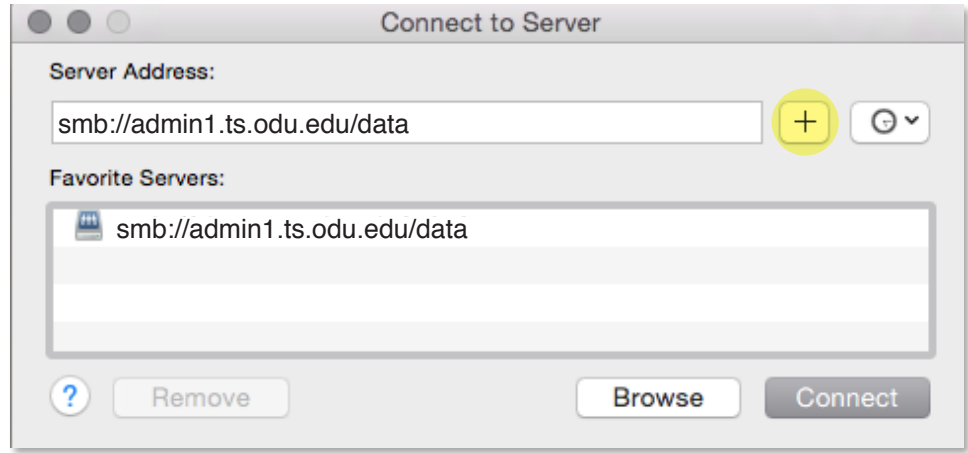

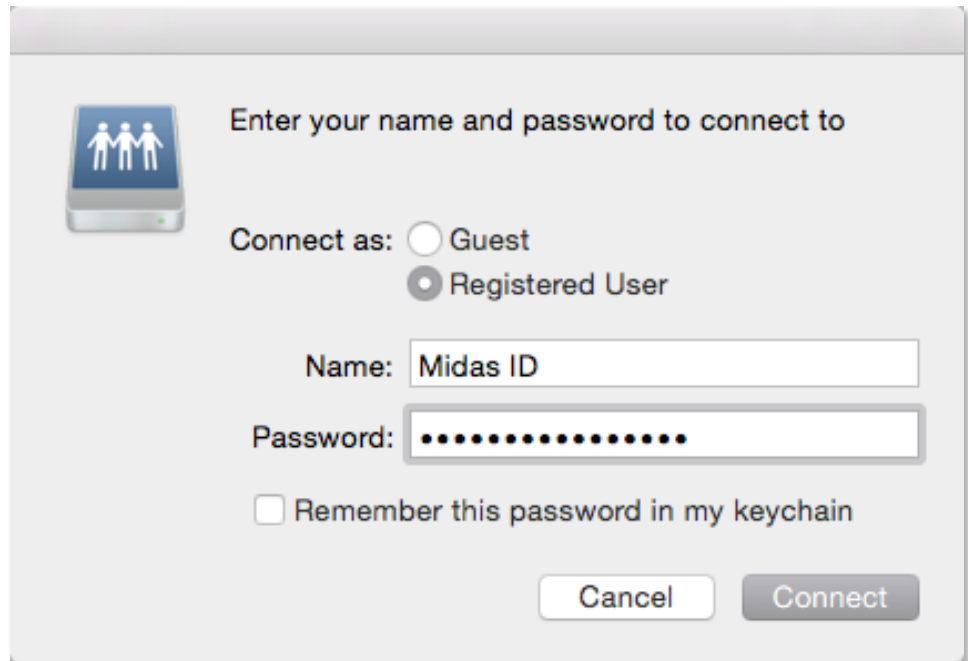2. Click **Connect**. If prompted for a username and password, enter your faculty/staff ID and password.

3. You are now connected to your University shared drive.

To connect to your J drive

1. Type in smb://admin1.ts.odu.edu/data, and then click the + sign to add it to your favorite servers. If you have done this correctly, it will look like this:
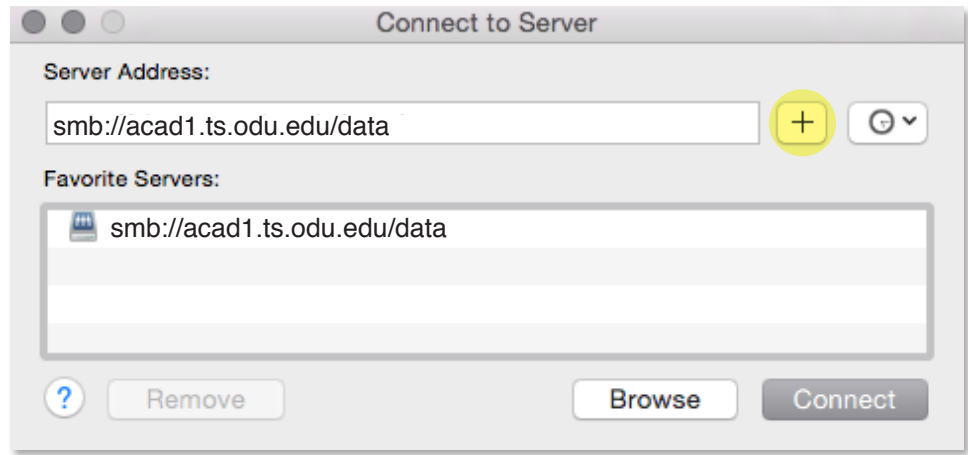

2. Click **Connect**. If prompted for a username and password, enter your faculty/staff ID and password.

3. You are now connected to your Staff department shared drive.

To connect to your K drive

1. Type in smb://acad1.ts.odu.edu/data, and then click the + sign to add it to your favorite servers. If you have done this correctly, it will look like this:

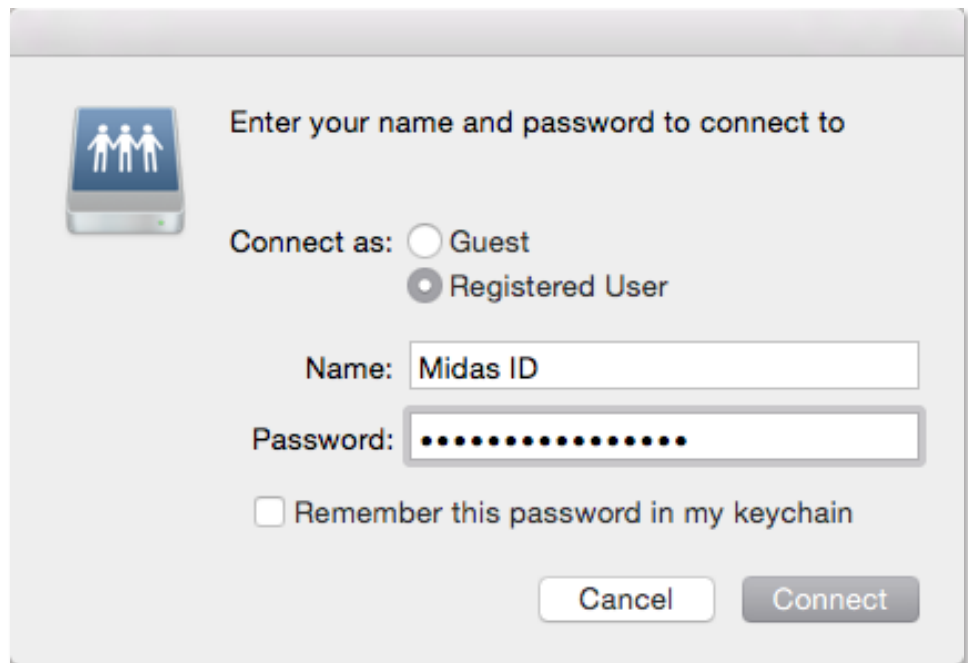2. Click **Connect**. If prompted for a username and password, enter your faculty/staff ID and password.

3. You are now connected to your Faculty department shared drive.