(http://www.uni.edu/its)



# Mount Your Student File Space As a Drive Letter In Windows

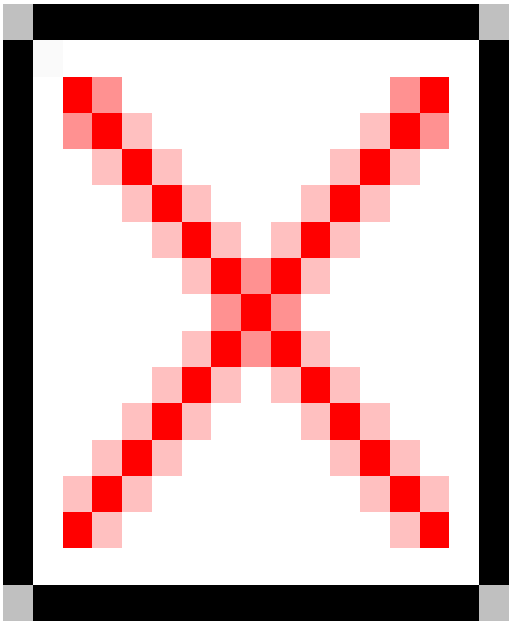
Student Storage

**NOTE:** This method gives you read and write access to your Student File Space.

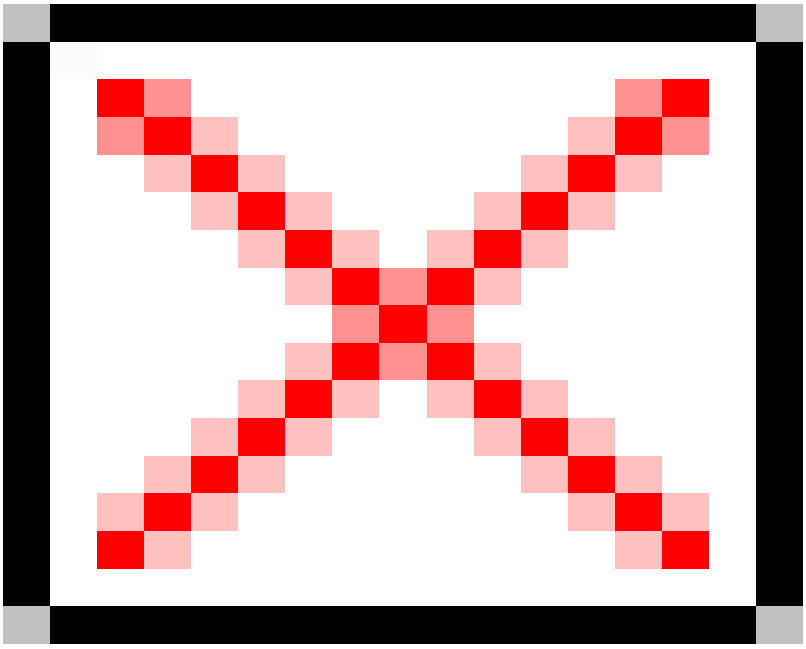
You can mount your Student File Space storage as a drive letter on your Windows XP, Vista, or 7 home computer for access on or off campus. Once you have mounted your storage space you will have read/write access to it and can manipulate your files and folders as if the storage space was directly attached to your computer like a USB hard drive.

Follow these steps to get started:

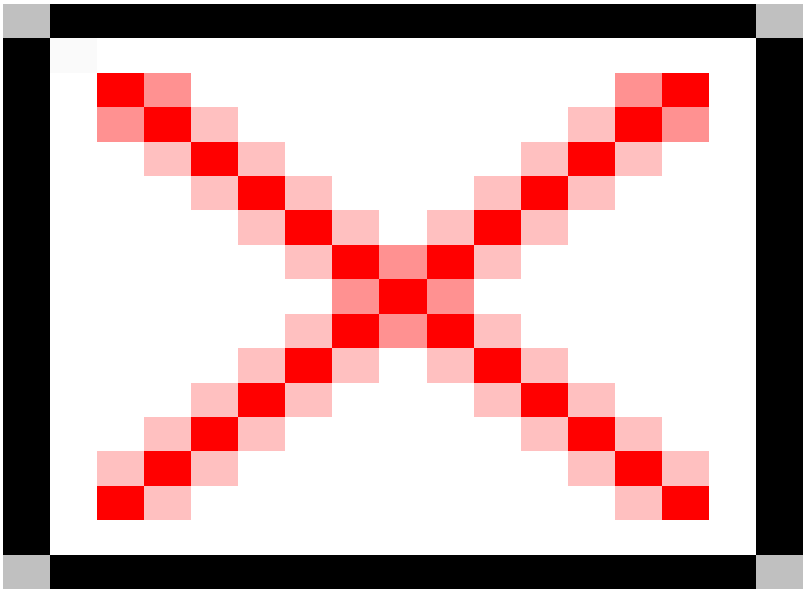
1. Click on the **Start Button** and select **Computer** from the resulting Start Menu.



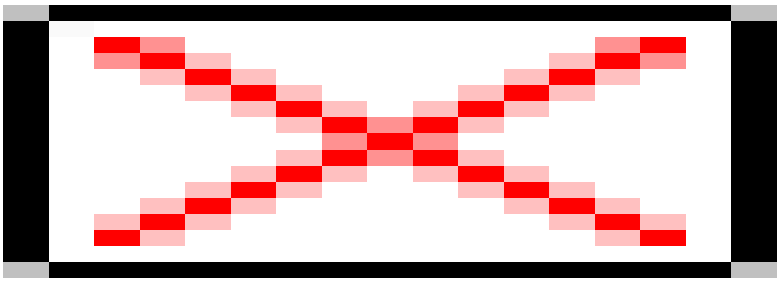
2. In the resulting window, click on **Map Network Drive** at the top.



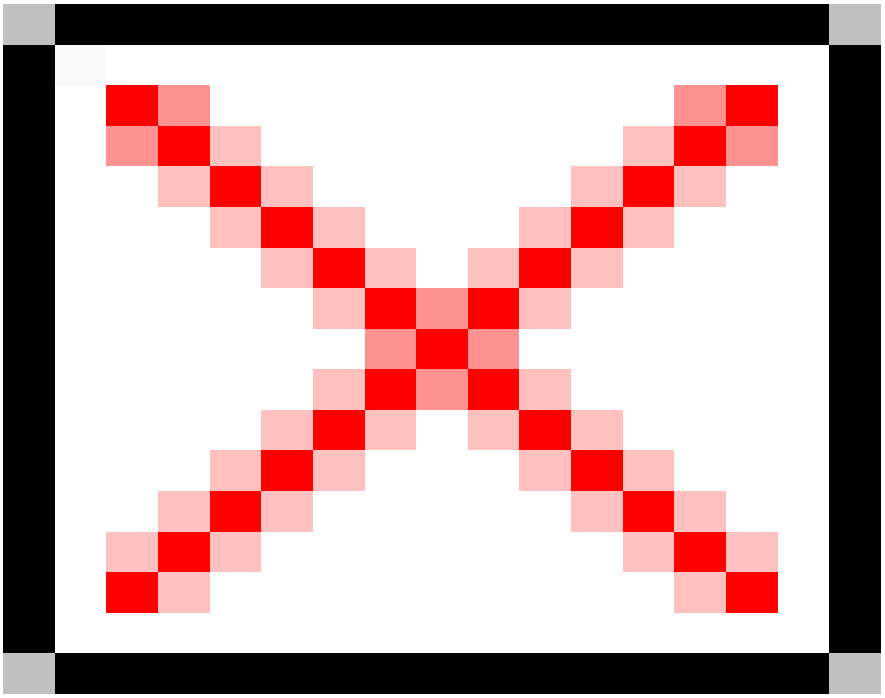
3. On the **Map Network Drive** dialog box, specify a drive letter and then type **https://sfs.uni.edu/students/USERNAME** (where USERNAME is your Active Directory user name) in the **Folder** field. Ensure that **Reconnect at logon** is checked (this ensures that the drive will map each time you logon to your computer). Then click **Finish**.



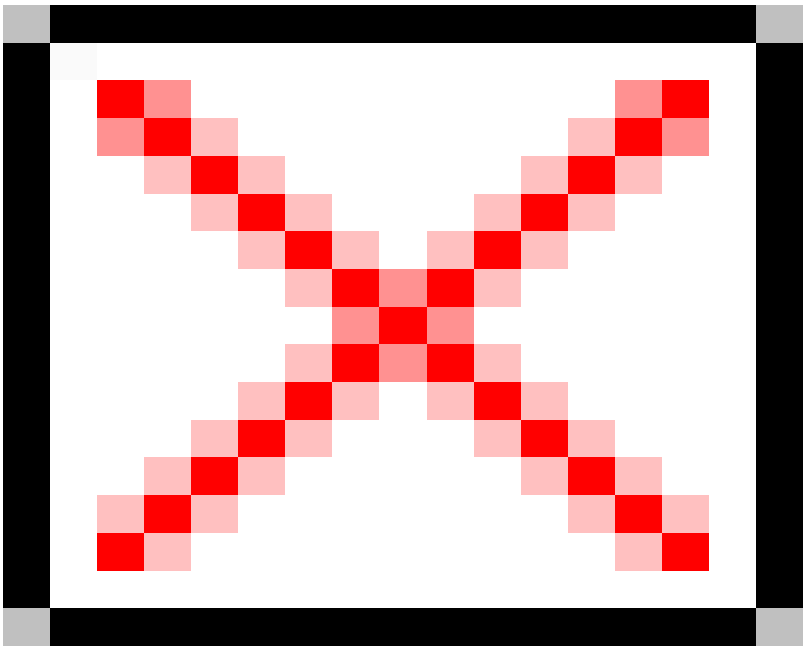
4. You'll see a dialog box indicating that Windows is trying to locate and connect to your Student File Space. It may remain for as long as thirty seconds.



5. A dialog box asking for your user name and password will appear. Type your domain\user name as follows: **ad-its\USERNAME** (again, USERNAME is your Active Directory user name). Then enter your password and click **OK**.



6. Windows will think for a few more seconds and then open up a new window showing your Student File Space. You are now free to drag and drop files to or from the storage space, just as if it was actually connected to your computer.



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