How to Connect to an OET Share on a Windows 7 Desktop on Campus

1. Go to the **Start** menu.

2. Select **Computer**. The **Computer** dialog box will open.

3. Within the **Computer** dialog box that opens, click on the **Map Network Drive** on the blue menu bar at the top of the box.

4. The **Map Network Drive** dialog box will open. In the **Drive** box, choose H: from the drop down menu, if it’s available. If it is not, you can choose any available letter higher than h that is available. If you do not know the path to your files, ask an OET staff member. In the **Folder** box, type `\OETservername\OETsharename` as pictured in the image below (e.g., `\uno\soe`). Verify that the **Reconnect at logon** box is checked, if you do not want to map the drive again when you log into that computer.

![Map Network Drive](image_url)
5. Click **Finish**. Your mapping to the h: drive should now show in the **Computer** dialog box. You should be able to click twice on the H: drive share (e.g., soe on uno) icon to access your files.