## How to Connect to the H: Drive on a Campus Windows 10 Desktop

1. Go to the Windows Start menu.



2. Select **File Explorer** icon. If the **File Explorer** icon is not available, search for it in the search toolbar.

O Type here to search	Ļ

3. On the left hand side of the File Explorer window select This PC.



4. At the top of the window make sure the **Computer** tab is selected and then click the **Map network drive** icon.



5. 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 <u>\OETservername\OETsharename</u> as pictured in the image below (e.g., <u>\\uno.oet.udel.edu\soe</u>). Verify that the Reconnect at logon box is checked, if you do not want to map the drive again when you log into the computer and then click Finish.

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÷	🍕 Map Ne	etwork 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:	H: ~		
	Folder:	\\uno.oet.udel.edu\soe ~ 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 Cance	2	

6. Your mapping to the H: drive should now show up in the file explorer window when you select **This PC**. You should be able to click twice on



the H: drive share (i.e., soe on uno) icon to access your files.

If you have questions, please contact <u>oet-help@udel.edu</u>, use the help request form at <u>www.oet.udel.edu</u>, or call us at 302-831-8162.