

Connecting to your “I:” drive from home (staff version)**

Provided by: CoB Technology Group

Revised: 4/8/2008

Abstract

This document shows users how to connect to their home folder (“I:*” drive) from an off campus environment*



Important – **YOU MUST BE CONNECTED TO THE UC NETWORK TO MAP TO THE I drive SERVER** (if you are at home, you can connect to the UC Network via dial-up with [UC's Remote Access](#) or by the [VPN Client](#) if you use a different ISP (road runner/zoomtown). **(Also you must be running Windows 2000 or greater, i.e. not compatible with Windows 95/98/ME)**

1.) Double Click the "My Computer" Icon on your computer. Now you should see a screen like the one below in Fig 1.1. In the menu bar click tools -> Map Network Drive as shown in Fig 1.2

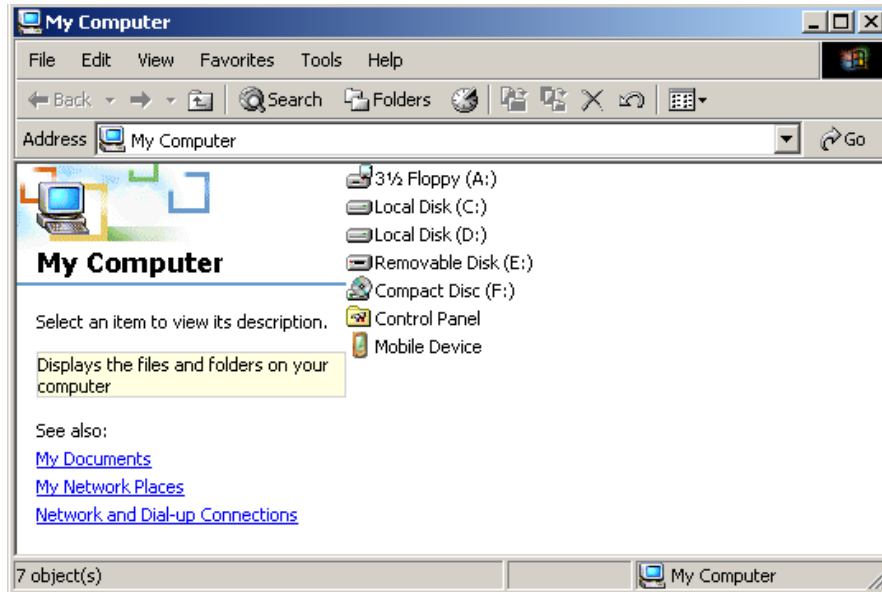


Fig 1.1

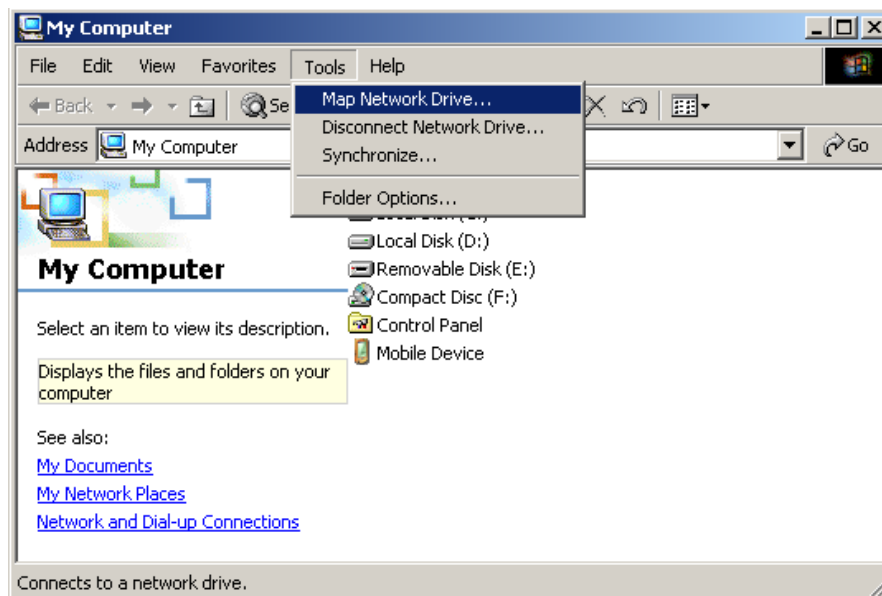


Fig 1.2



2.) Now you will see a screen like the one in Fig 2.1. Here you can change the drive letter to whatever you want. We recommend "I:" for simplicity. In the folder area you need to type in your drive mapping. Always start out with the server name followed by the folder name. An example can be found in Fig 2.1. In order to map to a folder where your "I:" drive is you must type **\\cobshares.business.uc.edu\home\$\username** (where username is your username) as the folder. Now click the hyperlink that says "Connect using a different user name." When the Connect as box pops up, type in business\username followed by your password. This username and password is the same as your username/password for logging onto the BUSINESS network. Click OK. Click Finished. You can see the new drive by clicking on my computer as seen in Fig 2.4. That's it!

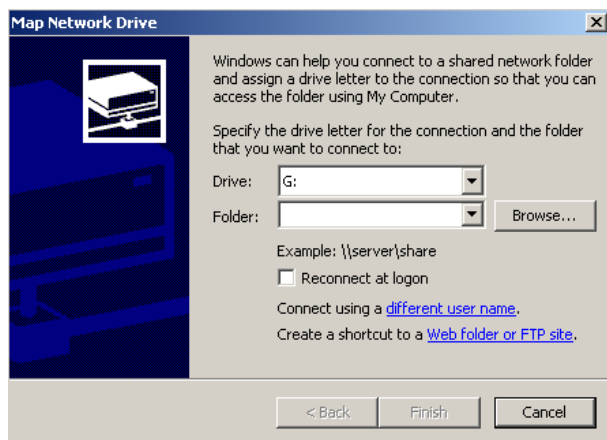


Fig 2.1

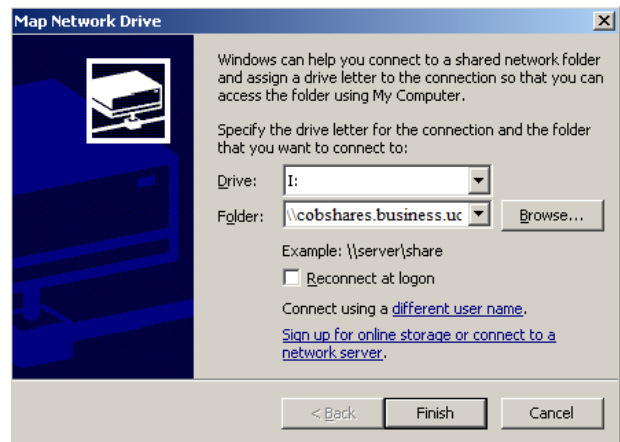


Fig 2.2

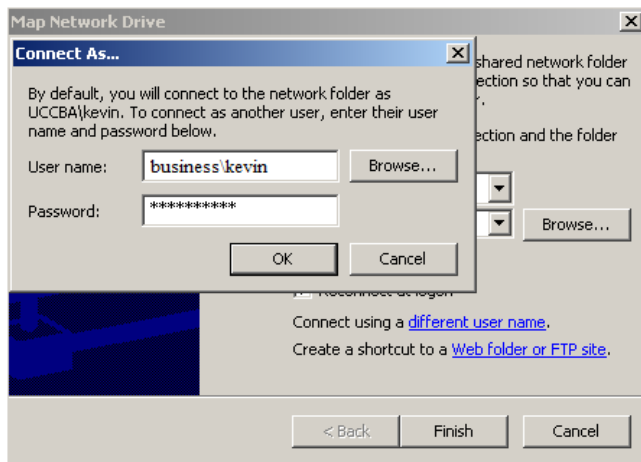


Fig 2.3

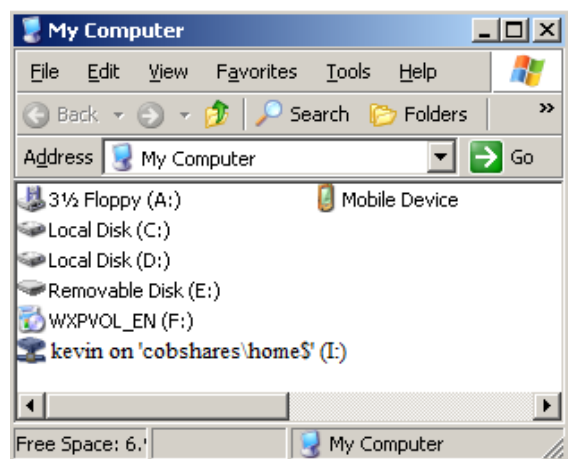


Fig 2.4