



... T... A... D... (H, K, J... /...), ...

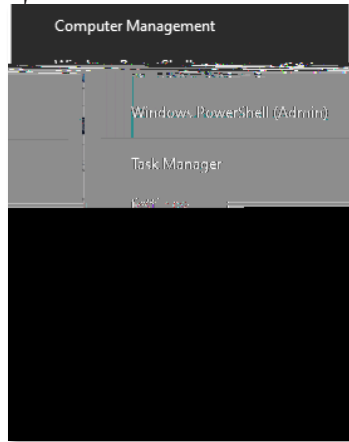
**You will need to perform these steps each time you would like to access your files;**

... F... M... N... D... I... T... C...

**Important Note for Faculty/Staff:**

... N... C... [NA](#) [DF](#)

- 1. **Windows File Explorer.**



- 2. **This PC Computer Map network drive.**



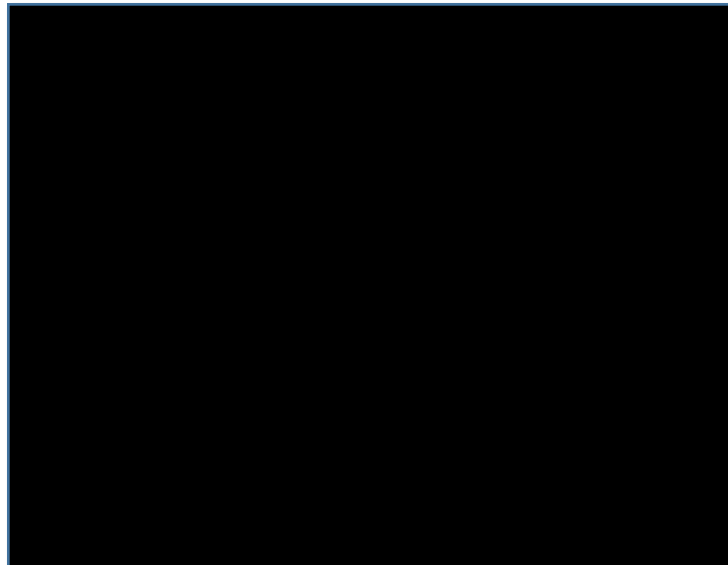


## How to Connect to Home

1. Click **H:** (Computer) in the left pane. **Drive:** (Computer) in the right pane.
2. Click **Folder** in the right pane. **1.** (Computer) in the right pane. **<** (Computer) in the right pane. **>** (Computer) in the right pane.
3. Tap **Reconnect at sign-in;** Tap **Connect using different credentials.**
4. Tap **Finish.**



5. Enter the user ID in the text box. (Name: *username@odu.edu*)



6. Tap **OK.**
7. Tap **H:** (Computer) in the left pane. **Drive:** (Computer) in the right pane.

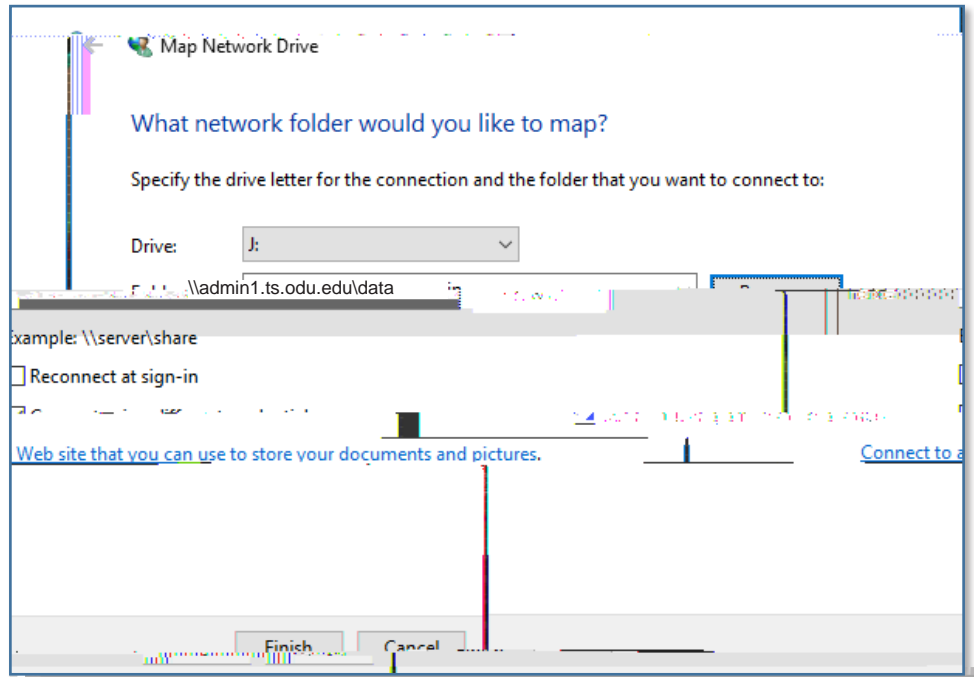


1. Click on **J:** ( ) **Drive**

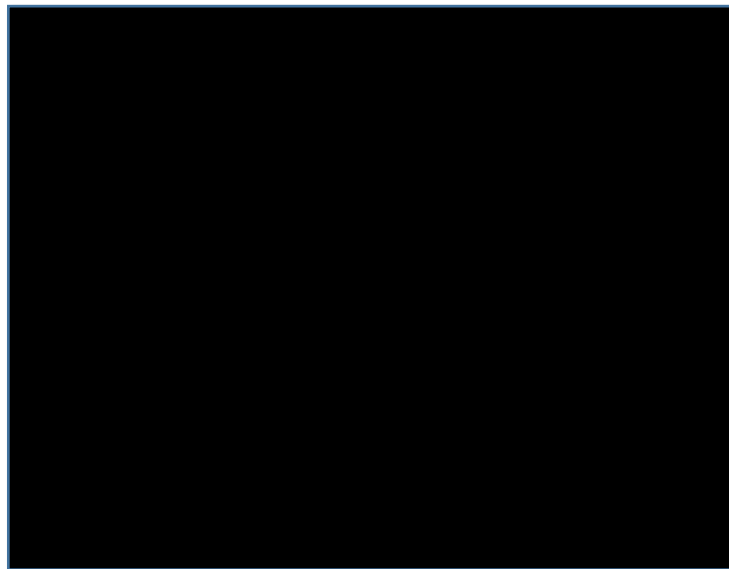
2. Click on **F:** ( ) **Folder**

3. Type **Reconnect at sign-in;** **Connect using different credentials.**

4. Click **Finish.**



5. Enter your **username** / **ID** (Name: **username@odu.edu**)

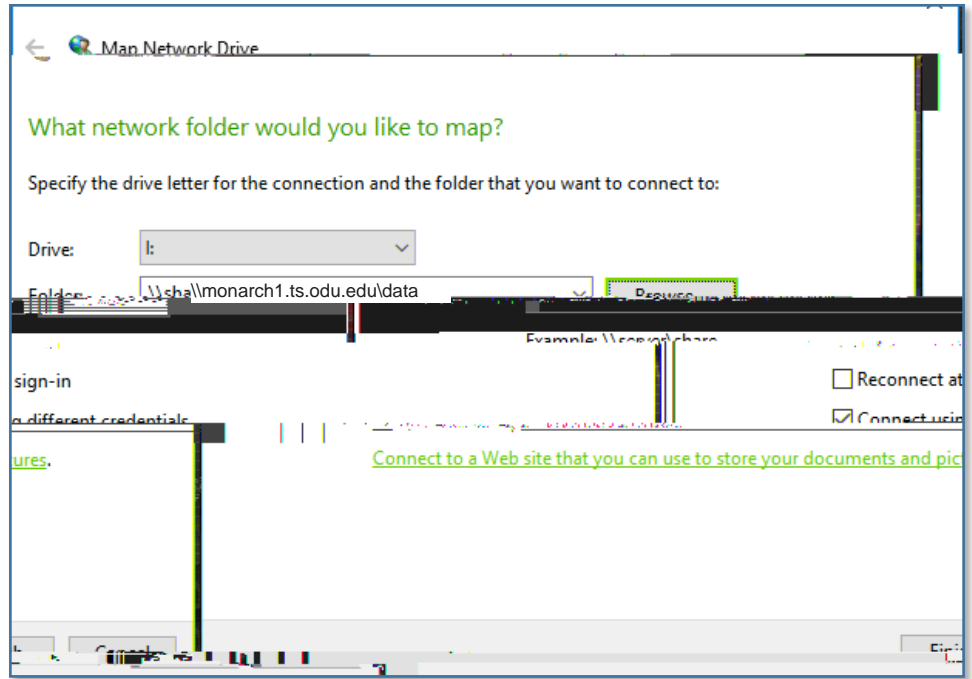


6. Click **OK.**

7. Click **J:** ( ) **Drive**

1. Click on **T** (Network Drives) (I:)

1. Click on **I:** (Network Drives) **Drive**
2. Click on **Folder** (\\sha\monarch1.ts.odu.edu\data)
3. Tick **Reconnect at sign-in;** **Connect using different credentials..**
4. Click **Finish.**



5. Enter **username / ID** (Name: **username@odu.edu**)



6. Click **OK.**
7. Click **Finish** to complete the process.