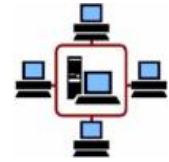


Network Drives

Understanding and Mapping



Network Drives:

Definition

Network drives are extra areas where your computer can store data, but are not physically part of your computer at all. Being connected to a network, your computer can send and receive data to and from other computers. In this way, your computer is not limited to its own hard-drive or to CDs, Flash drives, or diskettes. To make it easier to understand, these additional computers are not listed by their computer names, but as other drives on your own computer.

Summary
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Saving and Opening
Network Files
Student Drives

Drive Letter

Drive Letter is an abbreviated name for a computer drive. The A-drive is the floppy, the C-drive is the hard drive, etc...

Home Drive (H)

Every employee has their own H-drive. This drive stores data on a computer in the Cook Library and is backed up nightly. Faculty and Staff are automatically linked to their H drive through their logon profile when they log onto the TowsonU domain.

Department Drive (O)

The O-drive can be accessed by everyone in the same department. In this way, you can share information with others. It is also backed up nightly.

Backups

Have you ever lost important information because your computer stopped working correctly? Data saved on a network drive can be retrieved even if your computer becomes unstable.

Accessibility

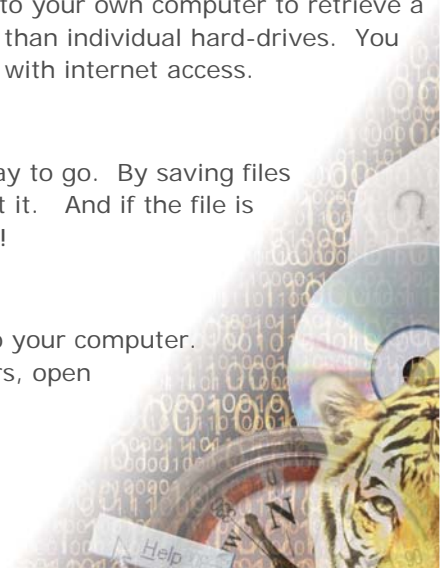
Being away from your office used to mean wishing you could get to your own computer to retrieve a file or piece of information. Network information is more portable than individual hard-drives. You can retrieve files from your H-drive or O-drive from any computer with internet access.

Sharing and Collaborating

If you need to share information with others, the O-drive is the way to go. By saving files to the O-drive anyone in your department can read the file, or edit it. And if the file is updated, then everyone has the most recent version to work from!

Using My Computer

Double-click on "My Computer" to see a list of drives available to your computer. From this area you can move, delete or rename files, create folders, open files or create shortcuts to frequently used information.



Network Drive Mapping

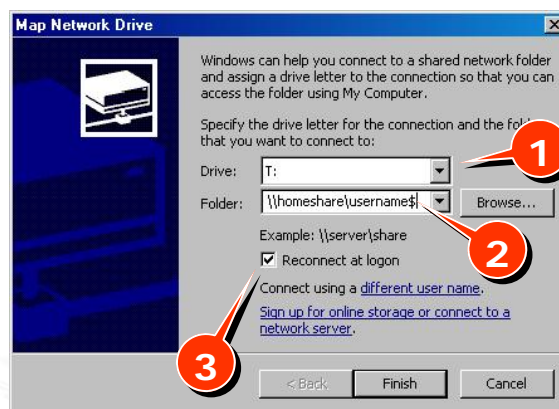
You may need to manually map network drives that aren't automatically mapped for you. If you are using **VPN (Virtual Private Network)** to connect remotely to the TowsonU network your H and O drives won't automatically map. There may be other areas of the network that you need to map to as well.

- ! In order to map network drives at home, you need to be using the VPN client. For more info, click the following link:
<http://wwwnew.towson.edu/adminfinance/OTS/training/documentation/TowsonU%20From%20Home/vpn3.pdf>

To map network drives do the following:

1. On your desktop, right-click on **My Computer** and choose **Map Network Drive**.
2. Choose the drop down arrow next to Drive: and pick any letter listed without slashes and words next to it (**Figure 1, 1**).
3. For your **H drive** type in **\\homeshare\your username\$** (**Figure 1, 2**).
 Username examples: (sjones\$ or jsmith\$)
 - Note: It is important that you type the slash the correct direction (“\”) and that you include the \$ sign after your username without any spaces.
4. For your **O drive** type in **\\deptshare\department name\$**
 Department name examples: HR\$ or OTS\$
5. For any other drive type: **\\the server name\the name of the share\$\the folder name in the share.**
6. You can also use the **Browse** feature and browse to the area you are mapping to.
7. Check the Reconnect at logon box so that your mapped connection will reconnect each time you log on and you won't have to go back and re-map it (**Figure 1, 3**).
8. Click **Finish**.
9. You will be prompted to enter your TowsonU username and password and then you will connect to your folders.
10. If you are prompted for your username and password again type: **towsonu\username** and then your password.

Figure 1



If you open **My Computer** you will see both your local drives and the network drives that you have mapped to.

Saving And Opening Network Files

Whenever you have the opportunity to save information, you also have the choice of where that information will go. The same way you choose to save information to your C-drive, or your A-Drive, you can also choose the mapped network drives. When the SAVE box opens, just click on the down-arrow next to the "Save In" box (**Figure 2**). The same is true for opening files. After choosing the **OPEN** button from any program, click on the down-arrow next to "Look In" box.

Figure 2



Students

Towson University allocates memory for electronic file storage on its servers for all students, faculty and staff. While working in an OTS computer lab on campus, one may need to access the files stored on their personal H:\drive and work with them as if they were stored locally on the computer. The User Drive program allows individuals to do this. Refer to the User Drive document found on the OTS training self-help documentation web page:

<http://www.towson.edu/adminfinance/ots/training/documentation/Windows/UserDrive.pdf>

Students can also map to their drive through My Computer:

1. Right click **My Computer**.
2. Choose Map Network Drive.
3. Type "\\tiger\username" for example: \\tiger\jdoe1.
4. Click **Finish**.