

# User Drive

## Accessing Your H:\drive



### Introduction

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.

### Summary

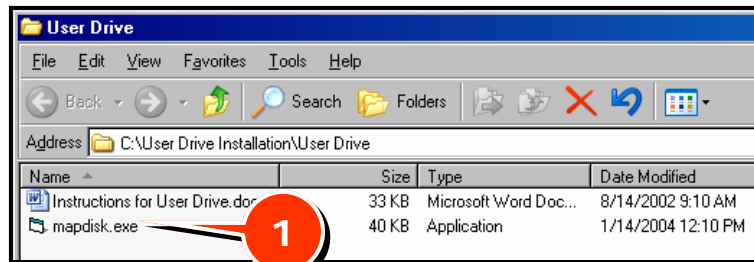
#### User Drive

1. Mapping to an H:\drive
2. Disconnecting

### Mapping to an H:\ drive

1. Double-click the **User Drive** icon located on the desktop. The User Drive window will appear on the screen.

Figure 1



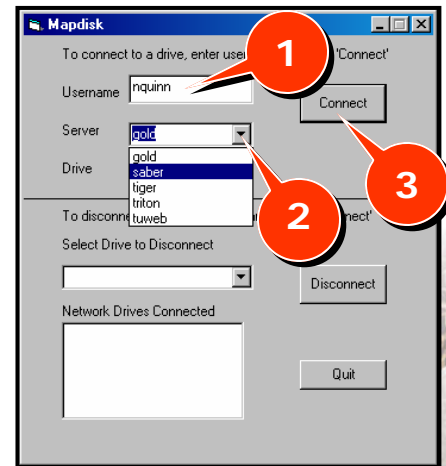
2. Double-click on the **mapdisk.exe** application located within the User Drive window (Figure 1, 1). The Mapdisk window will appear (Figure 2).

3. Type in your **Username** (Figure 2, 1).



4. Use the drop-down arrow next to **Server** to choose the server that your H drive is on. **Faculty/Staff** choose **gold** and **Students** choose **tiger** (Figure 2, 2).

Figure 2



5. Click **Connect** (Figure 2, 3). The "Enter your password" window will appear (Figure 3).

6. **Enter your password** (Figure 3, 1).

7. Click **Ok**. If the username and password are correct the mapdisk window will appear stating that the command completed successfully (Figure 4).

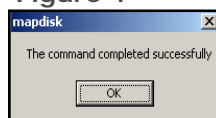
8. Click **Ok**.

9. Close-out all User Drive related windows by clicking the **X** in the upper-right corner of the window.

Figure 3

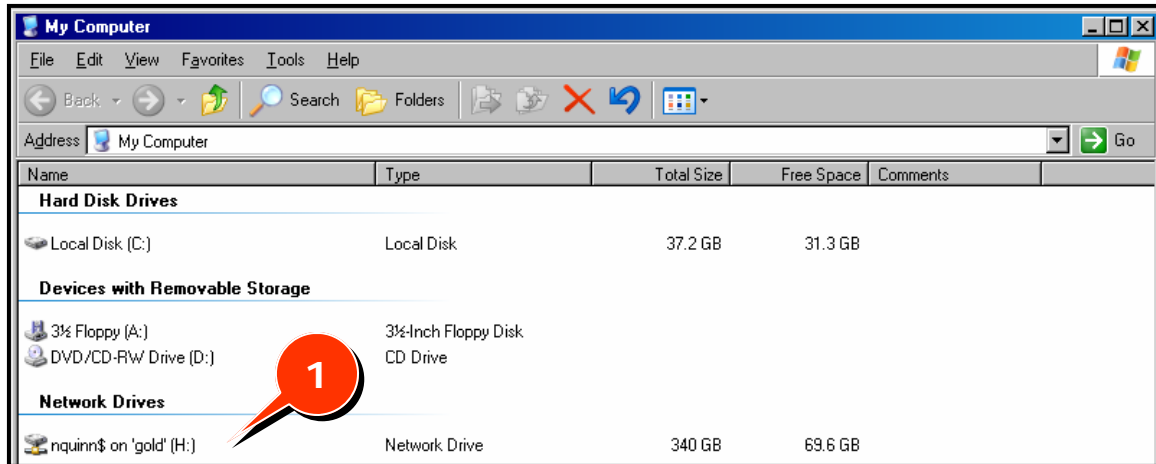


Figure 4



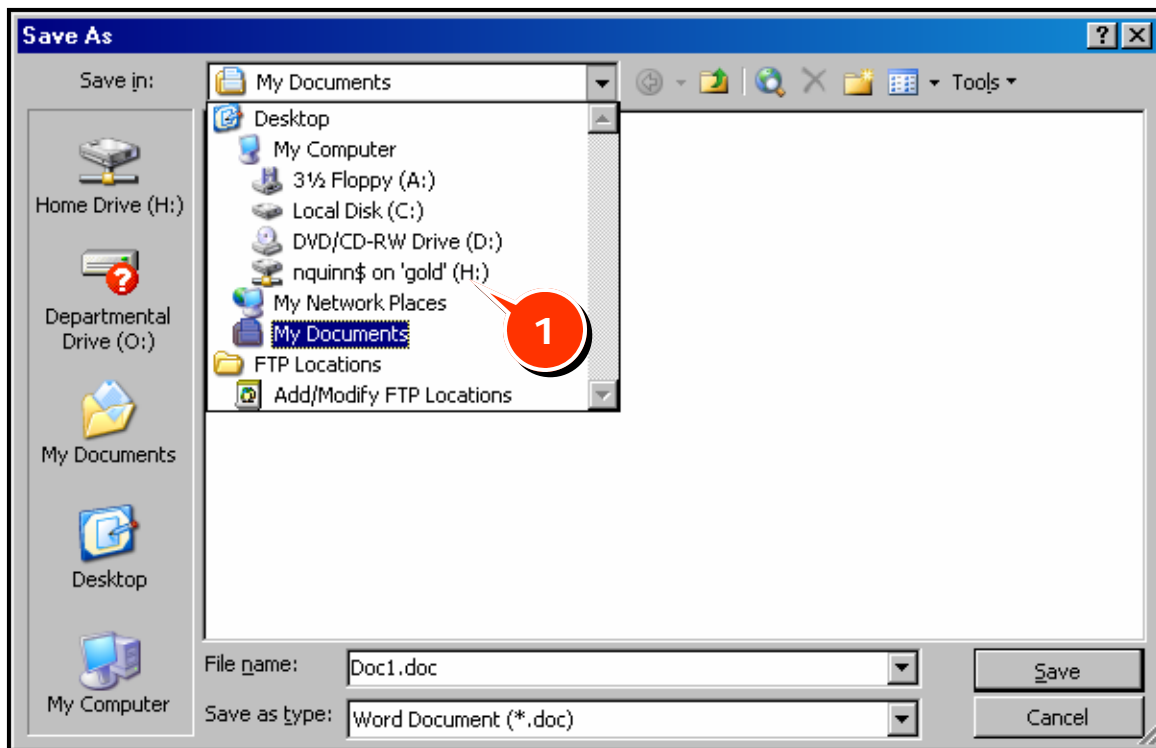
To check to see if the connection was successful, double-click on the **My Computer** icon on the desktop. The H:\ drive will be listed amongst the other drives (**Figure 5, 1**).

Figure 5



If you are working on something that you need to save to your H drive choose **File > Save As** and use the **Save in:** drop down arrow to choose your H drive. (**Figure 6, 1**).

Figure 6



## Disconnecting


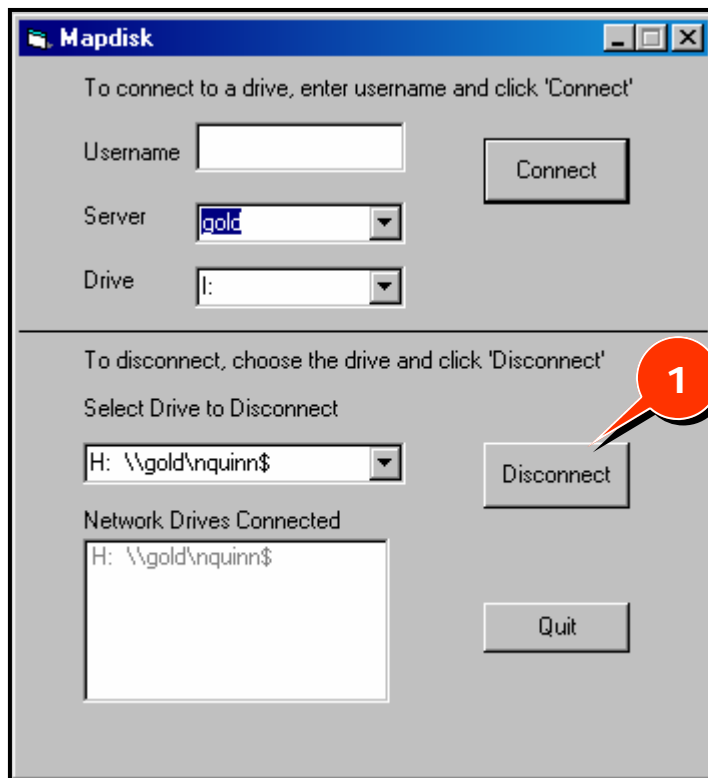



1. Double-click the **User Drive icon** located on the desktop.  The User Drive window will appear on the screen (**Figure 1**).
2. Double-click on the **mapdisk.exe** application located within the User Drive window (**Figure 1, 1**). The Mapdisk window will appear (**Figure 7**).
3. Click **Disconnect** (**Figure 7, 1**).

Figure 7



-  Make sure that you **disconnect from all of the drives that you were connected** to via User Drive. If you leave the computer without disconnecting, the next user will be able to access your personal files.
-  **Students:** If the computer on which you are working does not have the UserDrive program, you may still access your files through WebDisk located within Webmail (see the *"Webmail Basics"* document) or through FTP (see the *"Viewing the Contents of Your Tiger Account"* document)
-  **Faculty and Staff:** Your log-in script will automatically map your H drive for you. These directions are only for computers on campus that you will use where you need to log-in with a generic computer account. (For example Cook Library computers)