## Connecting to your urban affairs files - mapping a network drive using your own PC or laptop.

Replace the CSUID number 1001362 in the instructions with your seven-digit CSUID number.



The "Windows" key is found between the Control and the Alt key on the keyboard; use it as you would the Shift key.

1. Press the Windows key and the R key. This will bring up a "run" dialog box.	Run       ×         Image: Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.         Open:       ✓         OK       Cancel       Browse
<ul> <li>2. Type \\rein.urban.csuohio.edu in the text box. In some cases the server name will be different, e.g. rose.urban.csuohio.edu or lanyard.</li> <li>The direction of the leading slashes is important.</li> <li>Click on the OK button.</li> </ul>	Image: Run internet a program, folder, document, or Internet resource, and Windows will open it for you.         Open:       \\rein.urban.csuohio.edu         OK       Cancel
3. A window will open displaying file folders available on the server.	Image: Share       View         Image: Share       View       Image: Share       View       Image: Share       Ima

4. To map your <u>H:</u> drive select the folder that matches your CSUID number by **right-clicking** on it <u>once</u> to open the command window.

To map a different resource **right-click** <u>once</u> on the desired folder name.

If you are unsure of which folder to use contact Bob Martel. Folders you are not authorized to access will not allow you to connect to them.



5. Click on "Map Network drive"	· Network → rein.urban.csuohio.edu → · · · · · · · · · · · · · · · · · ·
5. Chek on Map Network unve	Team       1001362       advancement_women         op       archiv       Open       Open in new window         ared-t       Ouck access       Add to VLC media player's Playlist         0_usel       budg       Play with VLC media player         Clevel:       CRC SHA       >         chrp-s       Always available offline       Restore previous versions         ts       econ-       Cisco AMP For Endpoints       >         Map network drive       Copy       Create shortcut         econ-       Copy       Create shortcut         (C:)       Properties
6. The Map Network Drive dialog box will open.	K Cancel K </th
<ul> <li>7. Pull the Drive menu down to select which drive letter you wish to use for this conection.</li> <li>For you <u>H:</u>\ drive, pull down the H: selection.</li> </ul>	Drive:       Z:       ✓         Folder:       Y:       2         X:       W:       V:         V:       U:       Ials         S:       nuse to store yo         Q:       P:         Q:       P:         O:       N:         M:       L:         L:       J:         L:       J:         L:       F:         G:       F:         F:       F:

<ul><li>8. Select "Reconnect at sign-in" So your computer will automatically reconnect the next time you log into it.</li><li>Click on the "Finish." button.</li></ul>	K     Map Network 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: \\rein.urban.csuohio.edu\1001362     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 Cancel
<ul><li>12. A window will open showing your files and folders on the urban server. A drive listed as "H:" will now be available. You may close the window if desired.</li><li>Repeat the steps above to connect to additional shared folders.</li></ul>	Image       1001362 (\\rein.urban.csuohio.edu) (H:)         File       Home       Share       View       Drive Tools         Image       OSES HCP Team       Name       Date modified       Typ         Image       Sharetest