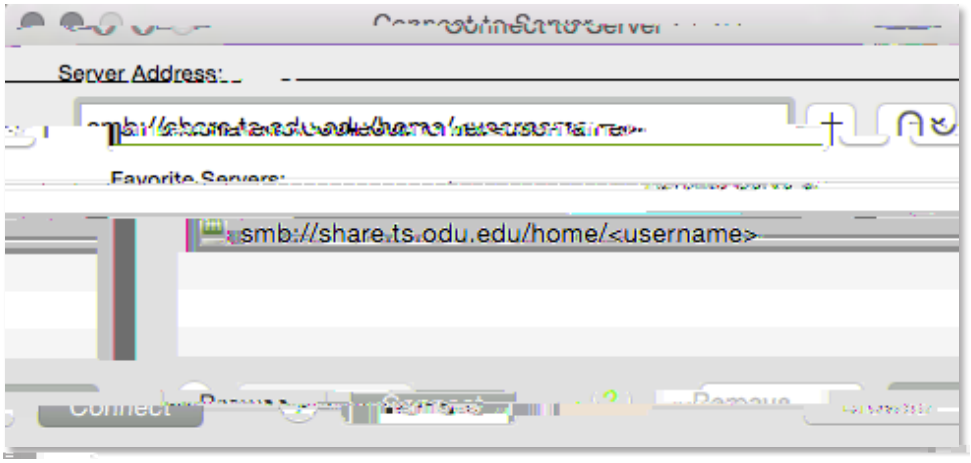
Information Technology Services

www.odu.edu/its

OLD DOMINION UNIVERSITY

To connect to your H drive

1. Type in smb://home1.ts.odu.edu/user/<username> (replacing <username> with your faculty/sta user name).
2. Click the + sign to add it to your favorite servers. If you have done this correctly, it will look like this:



3. Click **C ec** . If prompted for a username and password, enter your faculty/corr ern

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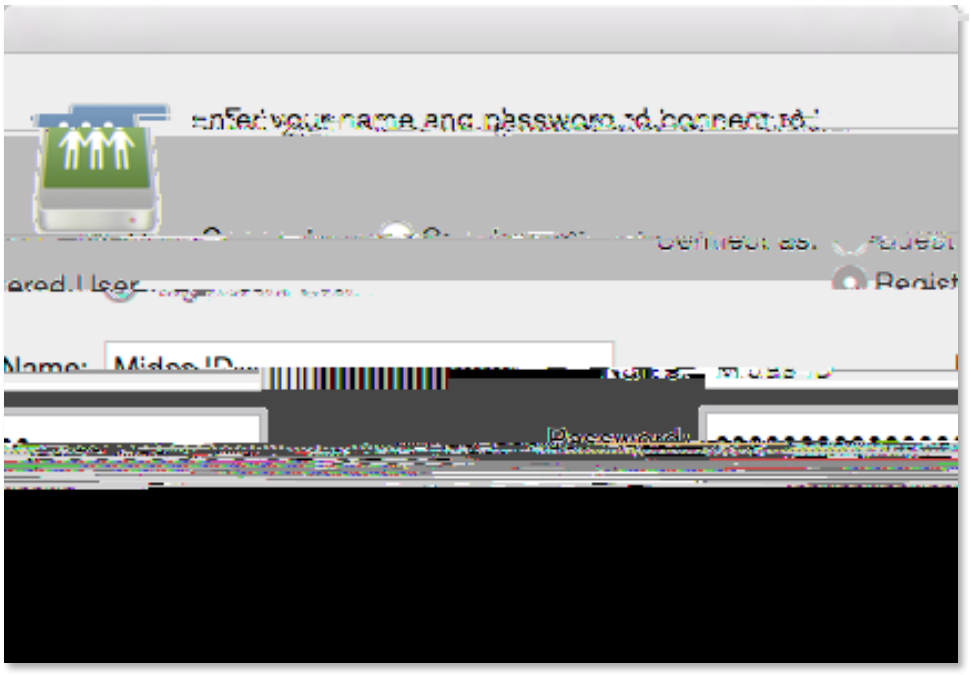
To connect to your I drive

1. Type in smb://monarch1.ts.odu.edu/data, and then click the + sign to add it to your favorite servers. If you have done this correctly, it will look like this:

2. Click **C ec** . If prompted for a username and password, enter your faculty/sta ID and password.



3. You are now connected to your University shared drive.

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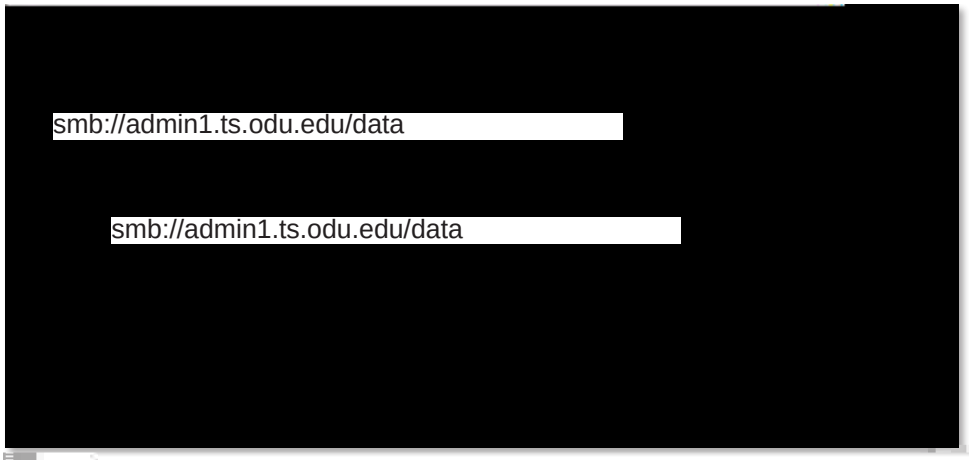
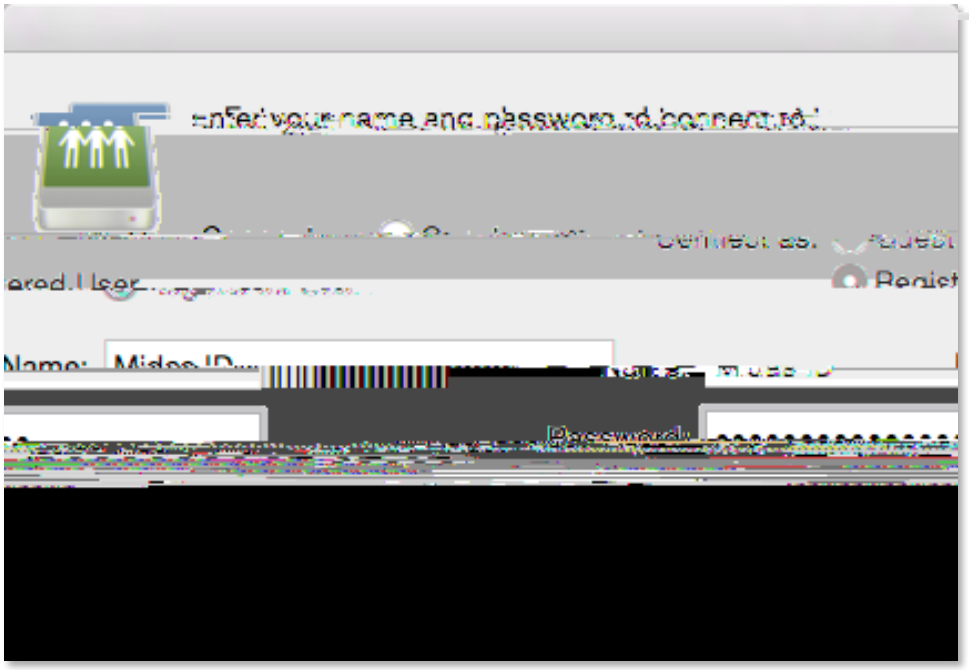
To connect to your J drive

1. Type in smb://admin1.ts.odu.edu/data, and then click the + sign to add it to your favorite servers. If you have done this correctly, it will look like this:



2. Click **C ec** . If prompted for a username and password, enter your faculty/sta ID and password.



3. You are now connected to your Sta department shared drive.

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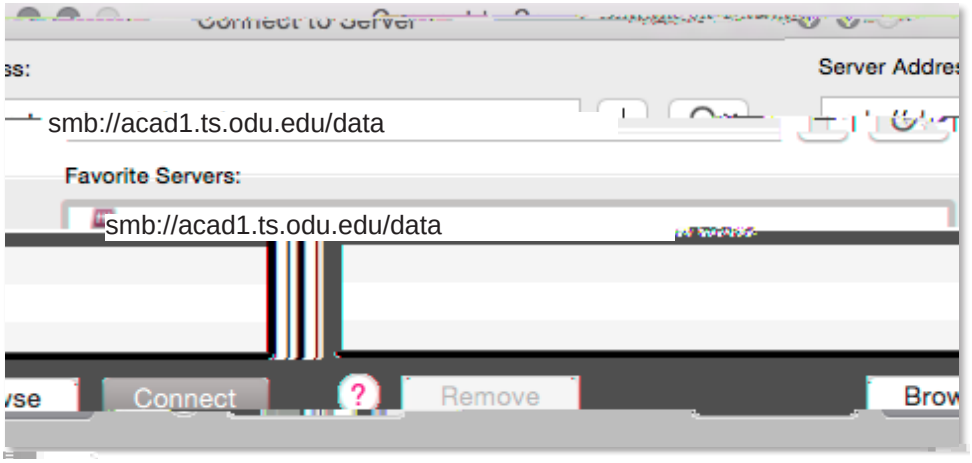
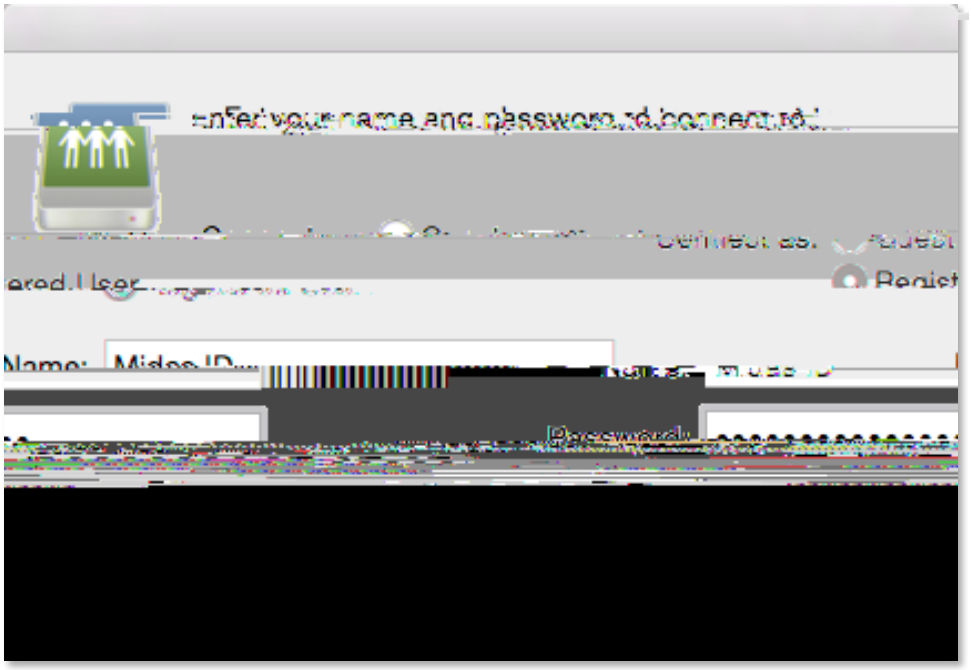
To connect to your K drive

1. Type in smb://acad1.ts.odu.edu/data, and then click the + sign to add it to your favorite servers. If you have done this correctly, it will look like this:



2. Click **C ec** . If prompted for a username and password, enter your faculty/sta ID and password.



3. You are now connected to your Faculty department shared drive.