

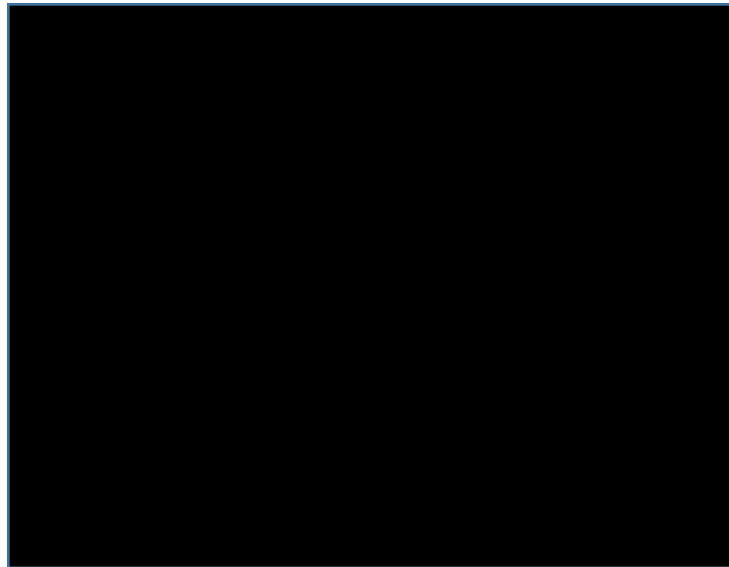


How to Access Home

1. Click on H: (Computer Name) in the left pane.
2. Click on the folder icon in the right pane. **1. Start** the folder icon in the right pane.
3. The folder icon in the right pane is highlighted.
4. Click on the folder icon in the right pane.



5. Enter the path `\\home1.ts.odu.edu\user\<username>` in the address bar. (Note: `<username>` is the user's name, e.g., `username@odu.edu`)



6. Click on the folder icon in the right pane.
7. Click on H: (Computer Name) in the left pane.



1. Click on the **D** icon in the left-hand pane of the File Explorer window.

2. Click on the **J:** drive in the right-hand pane of the File Explorer window.

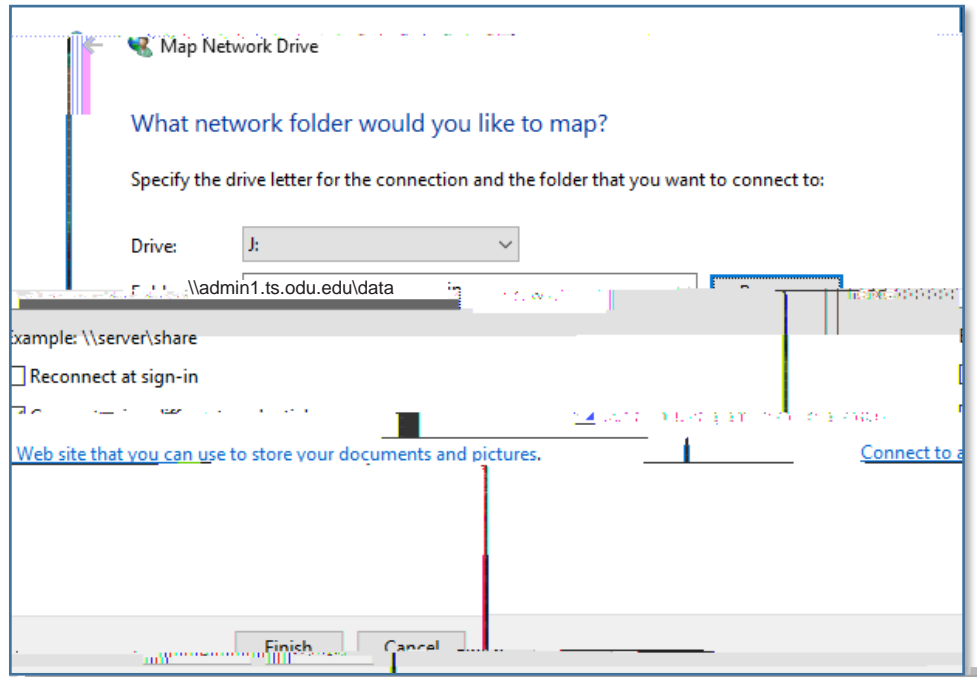
3. Click on the **F** icon in the left-hand pane of the File Explorer window.

4. Click on the **F** icon in the right-hand pane of the File Explorer window.

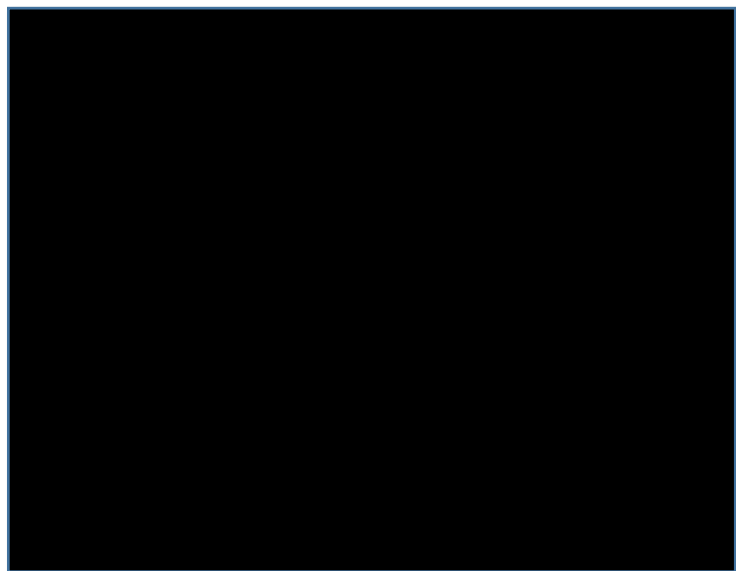
5. Click on the **F** icon in the left-hand pane of the File Explorer window.

6. Click on the **F** icon in the right-hand pane of the File Explorer window.

7. Click on the **F** icon in the left-hand pane of the File Explorer window.



5. Enter the user ID (N :T) (username@odu.edu.)



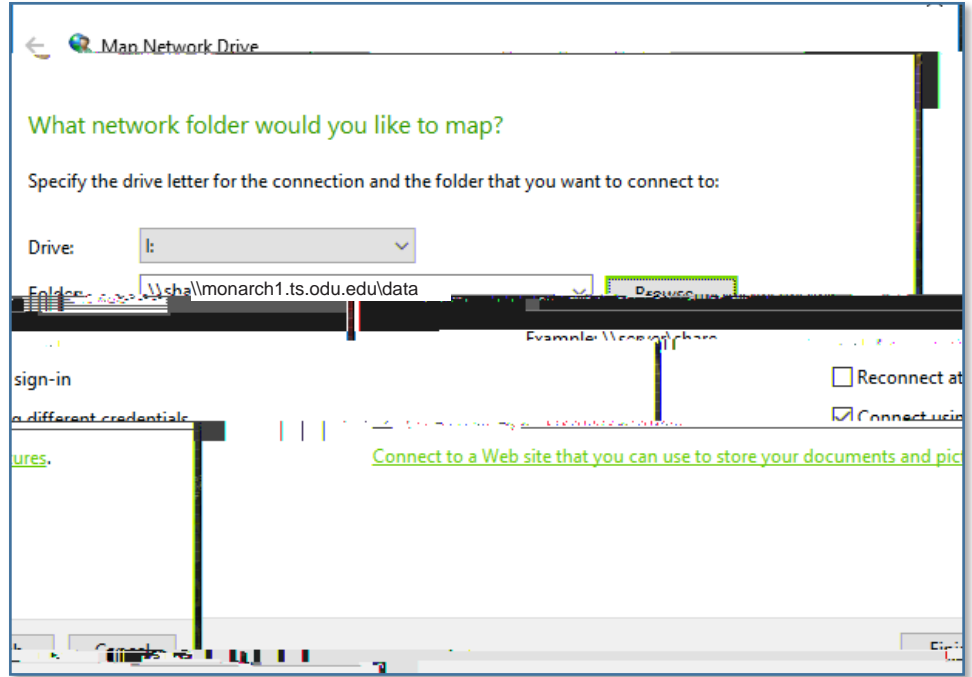
6. Click on the **F** icon in the left-hand pane of the File Explorer window.

7. Click on the **F** icon in the right-hand pane of the File Explorer window.



Task 1: Map Network Drive (I:)

1. Click on I: (My Computer) in the left pane of Windows Explorer.
2. Click on the "Map Network Drive" icon in the ribbon.
3. The "Map Network Drive" dialog box will appear.
4. Click on "Yes" to continue.



5. Enter the server name and ID (NOT your personal email address, *username@odu.edu*) in the 'Folder' field.



6. Click on "Finish" to complete the mapping.
7. The mapped network drive will appear in the left pane of Windows Explorer.