

All faculty and staff members have, by default, their own “I Drive.” An I Drive is a kind of “My Documents” folder that you can access from anywhere on the network. What is especially useful about an I Drive is that you can also connect to it remotely, so if you are at a conference or at home, you have access to this storage area.

### Why use an I Drive?

The I Drive is your own personal storage area. You can backup files there, or if there are documents that you will be working on from different locations, you can store them in your I Drive rather than on your C Drive (also known as your hard drive).

Of late, many people have become fond of USB flash drives. They transport easily and possess an impressive amount of storage capacity. Be forewarned, however, that these miniature devices are but a few steps away from floppy drives. The same problems are inherent:

“But I have this really cool flash drive thingy!”

1. They can be lost. What happens if you do not have a backup?
2. Since they are so small, they can easily be picked up by someone else, even if it is by accident. What if there are confidential student data on that drive? There should NOT be, of course, but what if somehow there was?
3. They can be damaged, and the contents can be corrupted or destroyed.

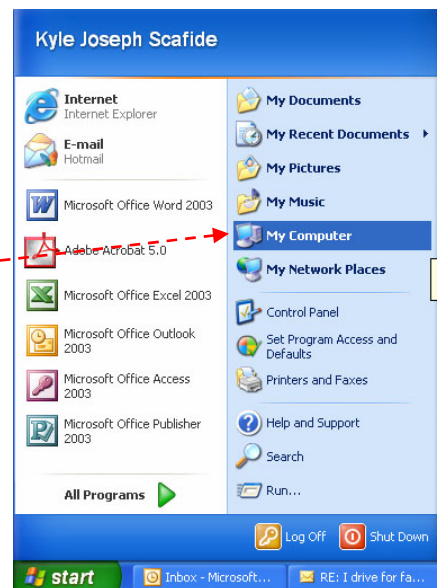
Need to hear more? Didn't think so!

### Mapping I: & S: Drives:

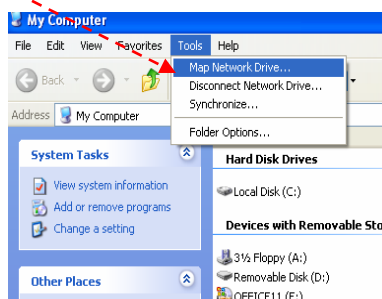
While in Windows Explorer

To assign a drive letter to a network computer or folder:

Open “My Computer” from the start menu.



On the **Tools** menu, click **Map Network Drive**.



In **Drive**, select a drive letter.

In **Folder**, type the server and share name of the computer or folder you want.

Example:

\\servername\sharename.

For staff/faculty: \\admin-1.uno.edu\users\%username%

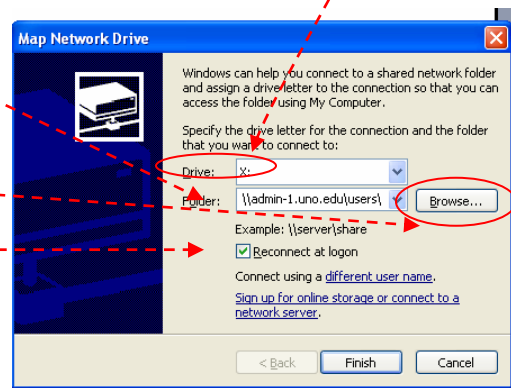
Where %username% = account name

-or-

Click **Browse** to find the computer or folder.

To reconnect to the mapped drive every time you log on, select the **Reconnect at logon** check box.

The next time you start your computer, when you open “My Computer,” you should see this drive listed along with the S Drive and (if any) other network drives.



## Notes

Mapped drives are available only when the host computer is available.

Network drives are assigned letters from Z to A, and local drives (your hard drive and removable storage devices) are assigned letters from A to Z.

You can assign a computer or shared folder to a different drive letter by disconnecting from the drive and then reassigning it to a new drive letter.

## If you want to connect remotely, see the tutorial about remote connection.

(Scafide, 2007)