

## Windows: How to connect to your H: drive on the Central File Server

USD ITS provides 20 gigabytes of server storage space for each individual University faculty members on the Central File Server. You can use this personal space to store your important files and folders so that they are accessible to you from any computer connected to the network. For simplicity, this space is often referred to as your H: drive.

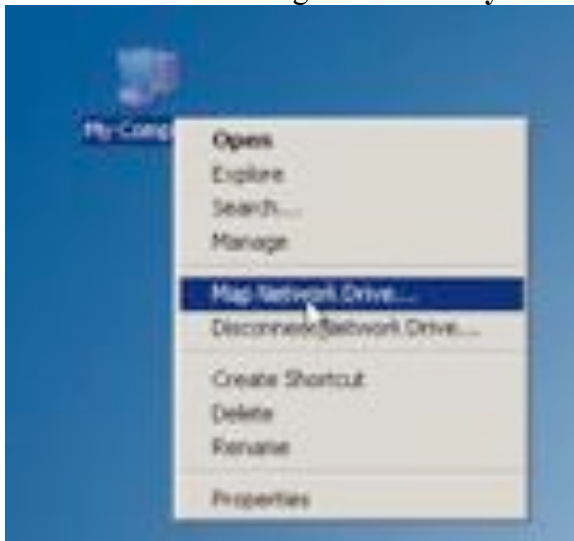
It is highly recommended that all University faculty members with Windows computers join the AD domain while on campus for file sharing, security and anti-virus software updates. If you are part of AD domain, your H: drive should be mapped automatically for you when you log into the domain.

If your computer is not joined to the domain, you can still map your H: drive to the Central File Server so that you are connected each time you start your computer.

1. Double-click on the **My Computer** icon on your Desktop (or click on the **Start** button and move up to **My Computer**). If your H: drive is already mapped to the Central File Server, it will look like this:



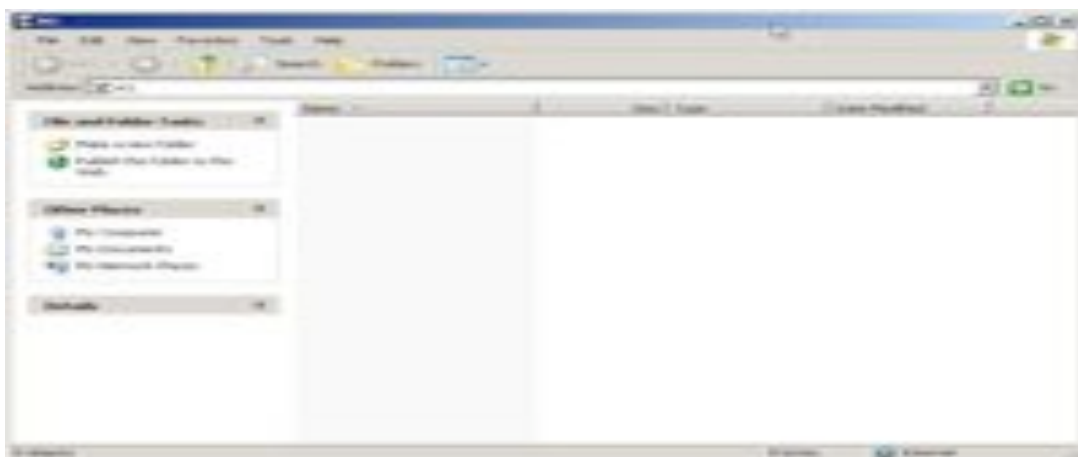
2. If you don't see it, close all open windows, and right-click on **My Computer** (or click on the **Start** button and right-click on **My Computer**) and select **Map Network Drive...**



3. From the Drive Dropdown, Select the drive letter **H:**
4. In the **Folder** field, type the following command:  
**\\eden.ad.sandiego.edu\faculty\yourADUserID**  
Make sure to type your own individual ADUserID
5. Select **Reconnect at logon** option ONLY if you are mapping the drive from your own computer so that the H: drive will be available each time you start Windows.



6. Click **Finish**. And you will see H drive window. Now you can drag and drop your important documents to this window.



7. You now have mapped your H drive. In order to access the H drive again, Double-click on **My Computer** icon on your desktop to access it.