

**Information
Technology
Services**

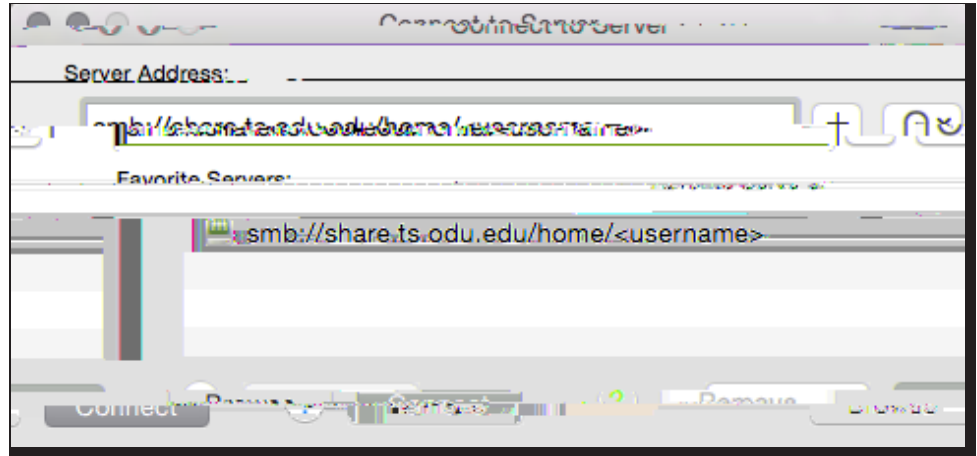
www.odu.edu/its



.

To connect to your H drive

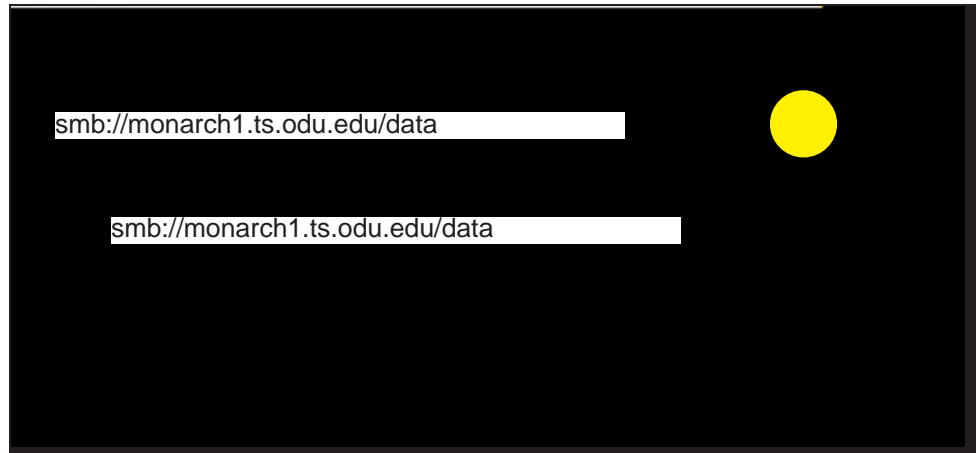
1. Type in `smb://home1.ts.odu.edu/user/<username>` (replacing `<username>` with your faculty/staff user name).
2. Click the + sign to add it to your favorite servers. If you have done this correctly, it will look like this:



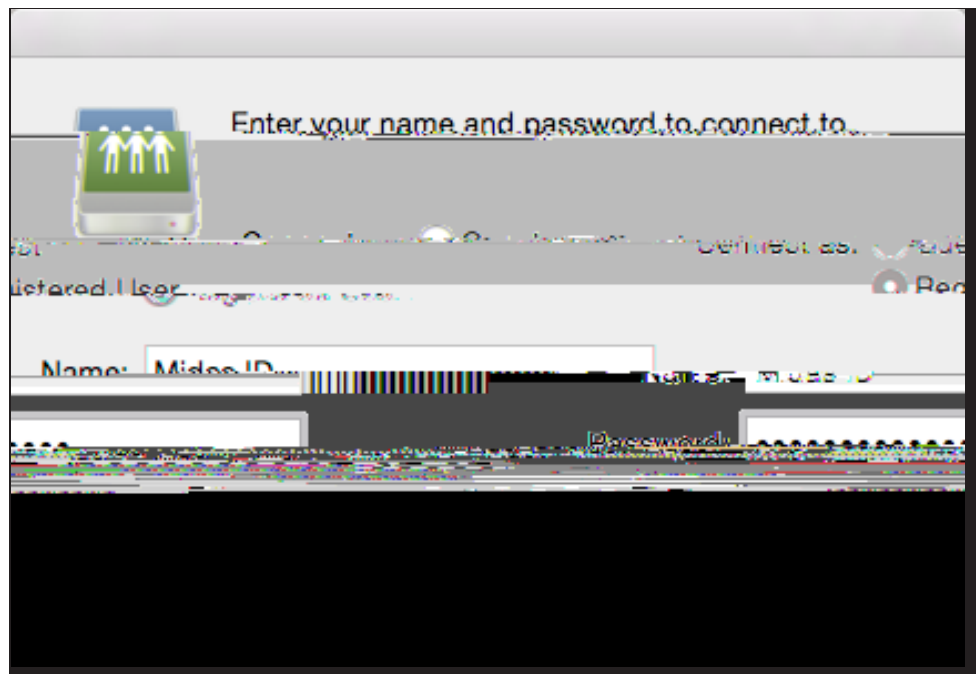
3. Click **C** **ec** . If prompted for a username and password, enter your faculty/corresponding

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:



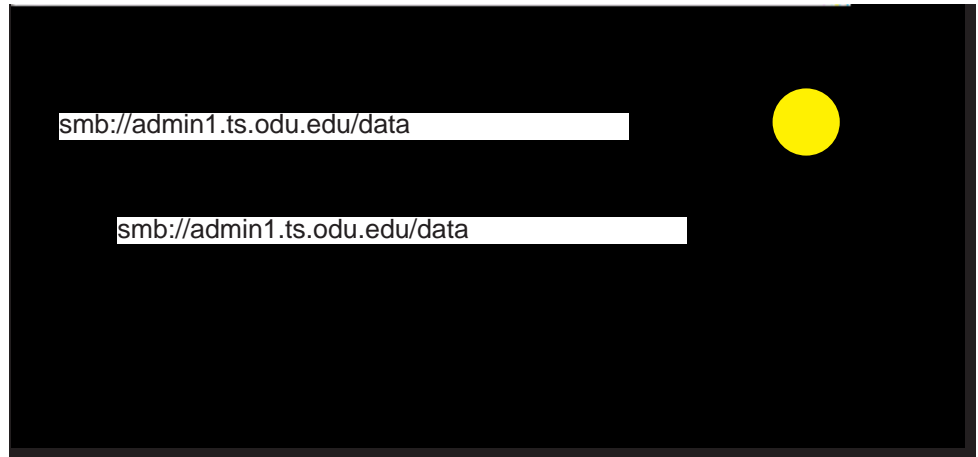
2. Click **Connect**. If prompted for a username and password, enter your faculty/staff ID and password.



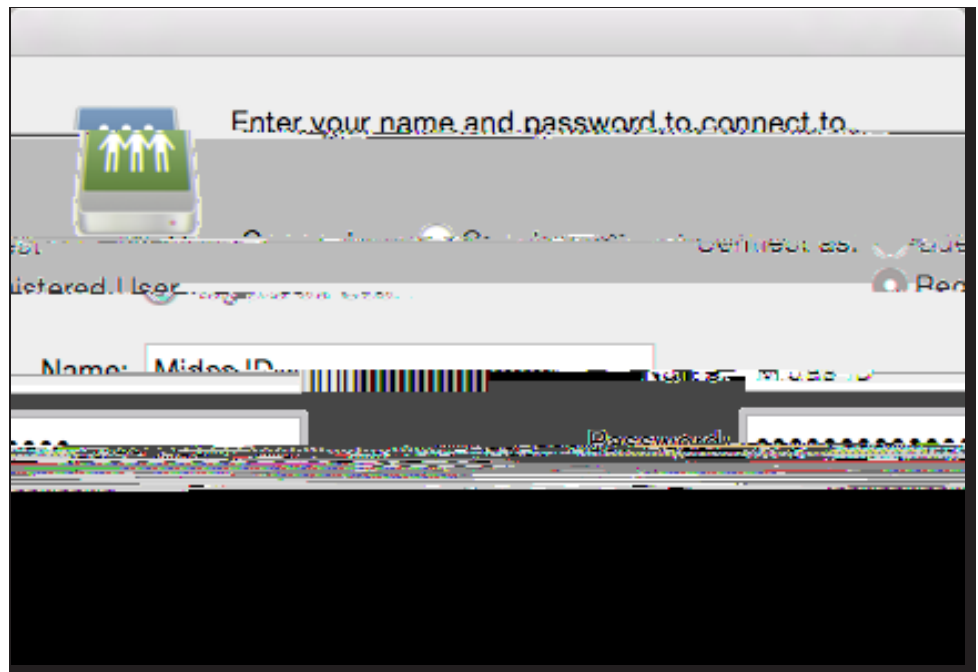
3. You are now connected to your University shared drive.

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:



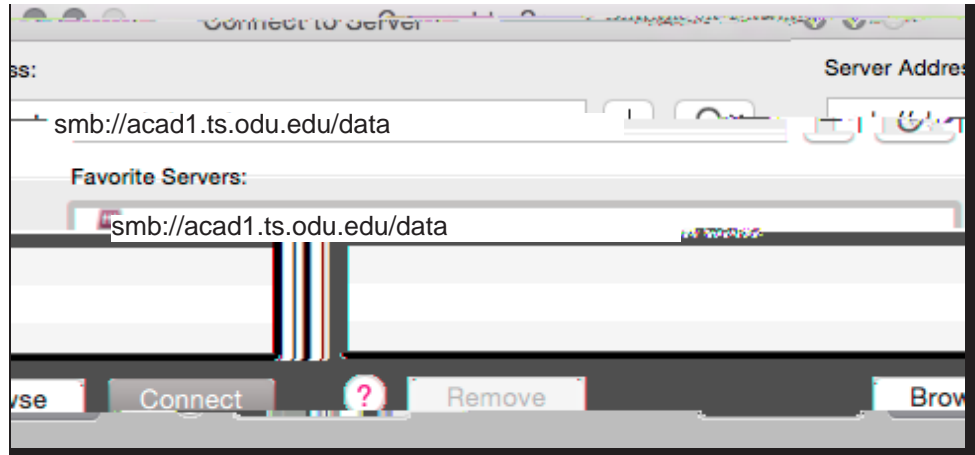
2. Click **C** **ec** . If prompted for a username and password, enter your faculty/ staff ID and password.



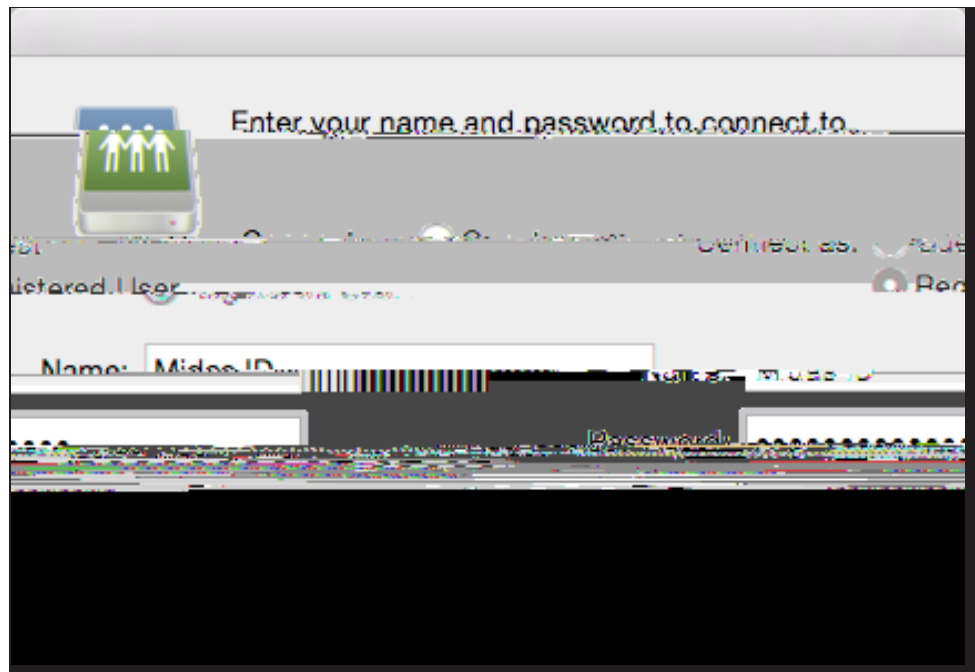
3. You are now connected to your Staff department shared drive.

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 **Connect**. If prompted for a username and password, enter your faculty/staff ID and password.



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