

Mapping Your Network Drive

The RU network drive is an excellent resource for students, faculty, and staff. It is accessible from any Internet connection and can be used to store any files.

It is also known as “**The “H-drive.”** Although this document describes the procedure for mapping to the “H-drive,” the procedure is similar when mapping to a Departmental Shared Drive, such as a “Whale” drive.

What is the network drive? It is storage space on RU’s NAS (Network Attached Storage) device. Backups of your files are automatically made each evening and made available for easy restoration in case a file is deleted by mistake. You always know your files are safe on the RU network drive. Faculty, staff, and graduate students are given 750 Megabytes of storage, while undergraduates are given 275 Megabytes.

Why would I use the network drive? Whether you are using a desktop in your office, wireless laptop, or a lab computer, you can save your work on campus and open it at home. You can copy a presentation to your network drive from home and access it from a podium computer in a classroom. You can also use your network drive to post to your RU website by copying files to the “public_html” folder. People can access your web files at:

<http://www.radford.edu/~username/> (“username” is your RU username)

Where can I access the network drive? It is accessible from any Internet connection anywhere. This document explains how to connect to your network drive from a desktop computer, wireless laptop on campus, a dorm room, and an off-campus computer.

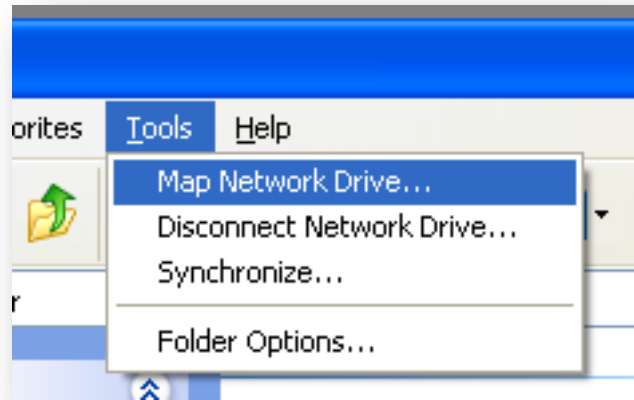
Connecting from your desktop, wireless laptop on campus, or your dorm room

Double-click on the “My Computer” icon on your desktop.



Mapping Your Network Drive

From the “Tools” menu, select “Map Network Drive”

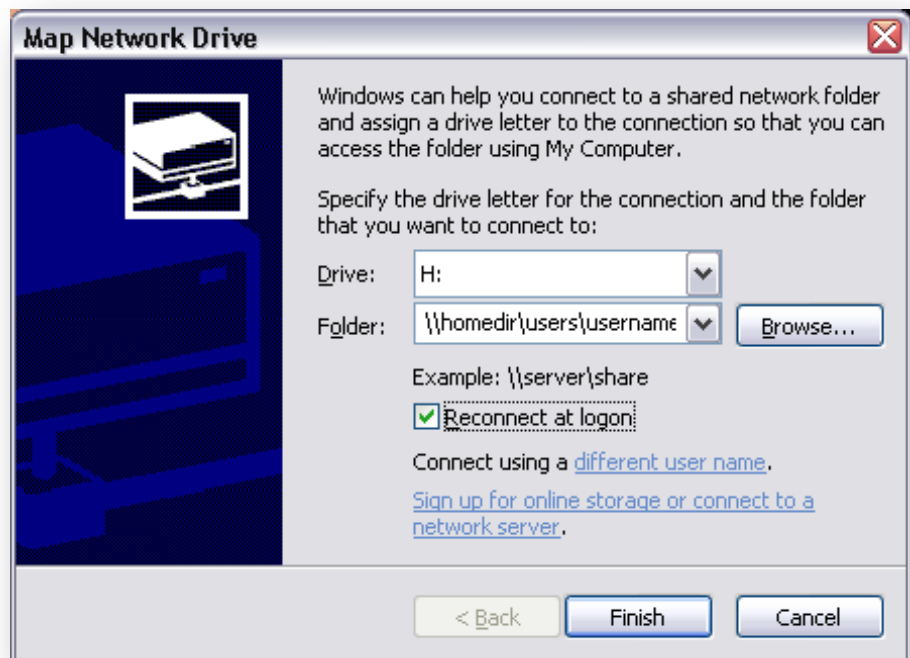


Type “\\homedir\users\username” without quotes in the “Folder” field. Instead of typing “username”, type the first part of your Radford email address.


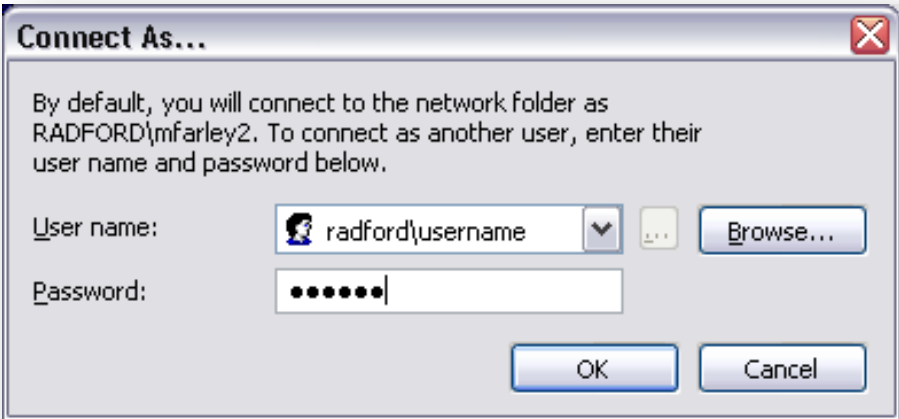
For example, if your Radford email address is “jsmith@radford.edu”, you type “\\homedir\users\jsmith”.

Be sure to use a BACK-slash (“\”) and not a forward-slash (“/”).

NOTE: You can only map one drive to “homedir”. If you must map multiple drives as different users use “homedir2” and “homedir3” in place of “homedir” in the folder path.



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<p>If you are not logged into an RU computer, or wish to connect to “homedir” as a user other than the one you are logged in as, click “different user name.”</p> <p>In the user name field, type “RADFORD\username”. Again, instead of typing “username”, type the first part of your Radford email address.</p> <p>For example, if your Radford email address is “jsmith@radford.edu”, you type “RADFORD\jsmith” in the username field.</p>	
<p>Type your Radford email password in the password field. This is the password you use to check your email and log into the Radford Web Portal.</p> <p>Click OK Click Finish</p>	
	<p>A window will appear with the contents of your network drive. You can now access you network drive from “My Computer” or from any application when you open or save documents.</p>