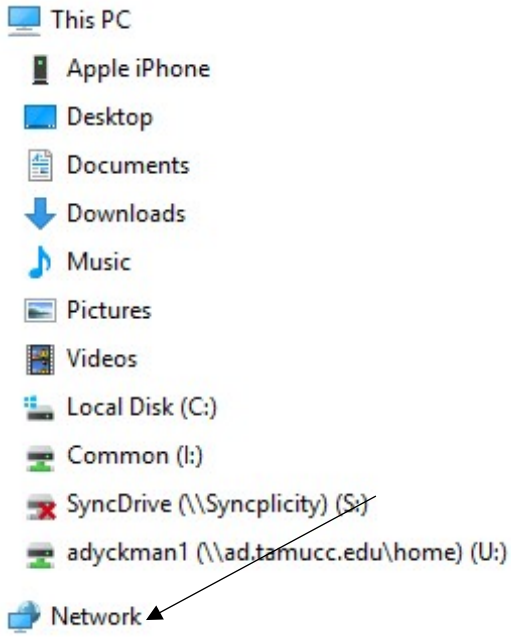
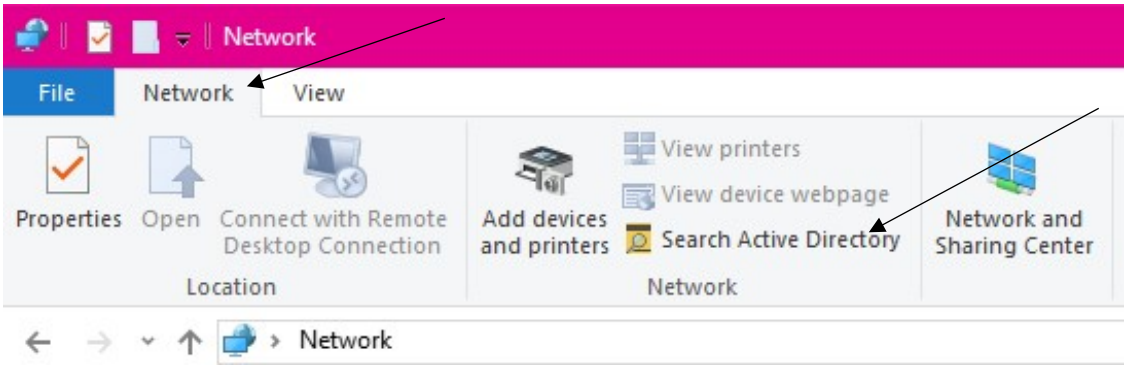
Grant Shared Drive (i:drive) – Windows 10

1. Click the **File Explorer** icon on your task bar.

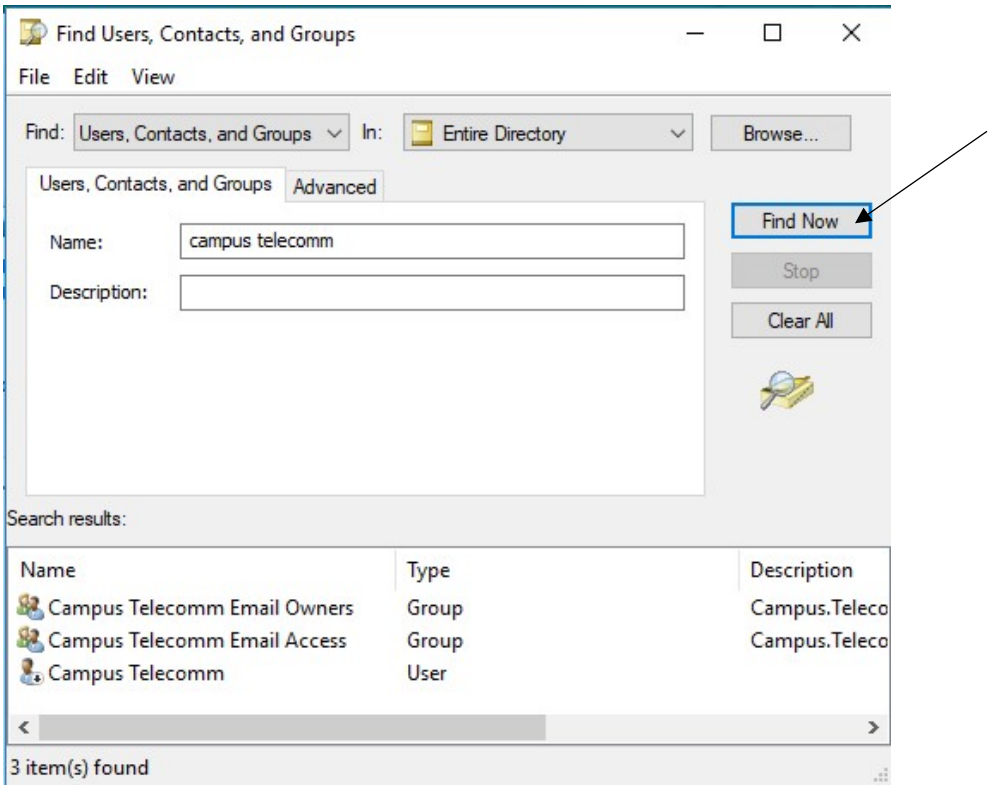
2. Click **Network** in the left hand pane.



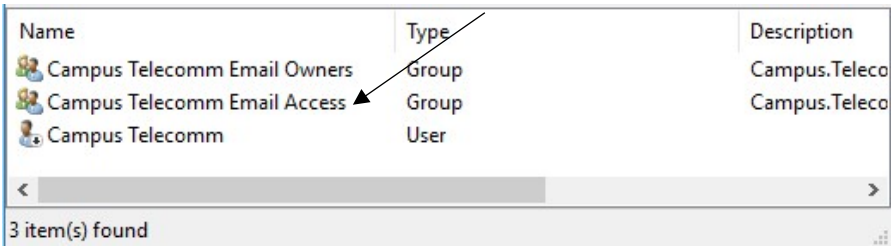
3. Click **Search Active Directory**. You may need to select the **Network** tab.



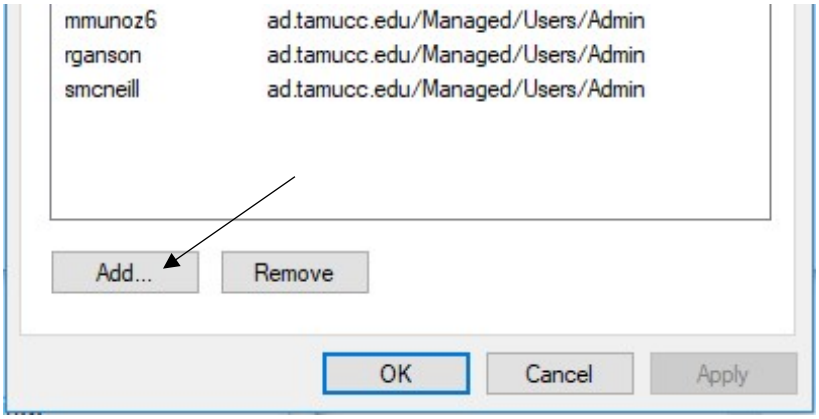
4. Type the name of the i:drive folder and click **Find Now**.



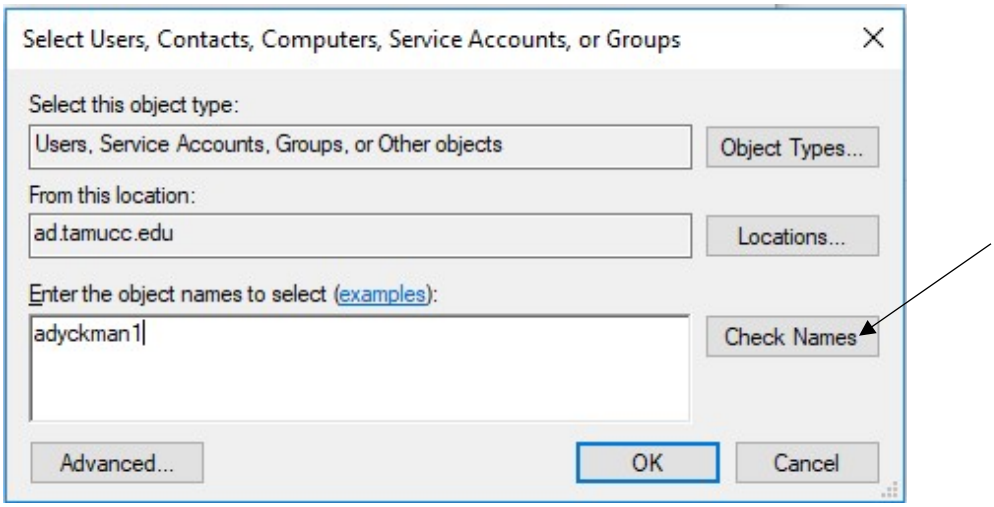
5. Double click on the **Access group**. Only I.T. can add someone to the **Owners group**.



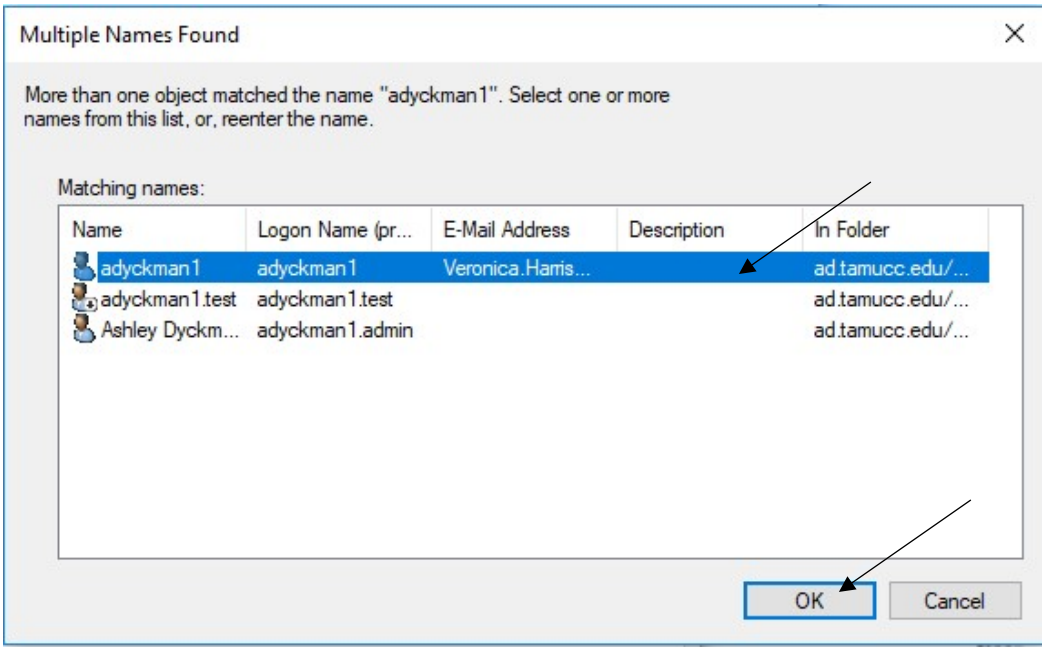
6. Click **Add**.



7. Type the **IslandID** (Can be found here
of the person you want added and click **Check Names**.



8. Select the correct **IslandID** and click OK>OK>OK.


Multiple Names Found
More than one object matched the name "adyckman1". Select one or more names from this list, or, reenter the name.
Matching names:
Name
Logon Name (pr...
E-Mail Address
Description
In Folder
adyckman1
adyckman1
Veronica.Harris...
ad.tamucc.edu/...
adyckman1.test
adyckman1.test
ad.tamucc.edu/...
Ashley Dyckm...
adyckman1.admin
ad.tamucc.edu/...
OK
Cancel