The following steps will walk you through how to access the network drive or i:drive. If you are attempting to access the i:drive from off campus you will need to connect to the campus network using VPN first.

1. Left-click the **Start** button in the bottom left-hand corner of your screen.



2. Left-click Computer.



3. Left-click Map network drive

		Comment on Comment			_
Computer 🕨				✓ 4 Search Col	mputer
Organize 🔻 System p	roperties	Uninstall or change a program	Map network drive	Open Control Panel	
★ Favorites ■ Desktop Downloads ₩ Recent Places	 Hard I Hard I Device 	Disk Drives (1) Windows (C:) 390 GB free of 465 GB es with Removable Storage (1			
 □ Libraries □ Documents □ Music □ Pictures 	 Network 	DVD RW Drive (D:) ork Location (1)	Step 3		

- 4. At the Drive dropdown Menu Select I:
- 5. In the Folder: field Type <u>\\ad.tamucc.edu\Common</u>
- 6. We suggest that you uncheck **Reconnect at logon** if you are connecting from off campus.

Step 4	etwork Drive
What ne Specify the	twork folder would you like to map? drive letter for the connection and the folder that you want to connect to:
Drive: Folder:	I: (\\ad.tamucc.edu\Commor 💌 Browse
Step 5	Reconnect at logon Connect using different credentials Connect to a Web site that you can use to store your documents and pictures.
Step 6	
	Finish Cancel

7. Left-click Finish.

NOTE: If you are prompted for your credentials you will need to input your IslandID and password. Furthermore, you may need to put TAMUCC\ preceding your IslandID if you are using a non-university computer.