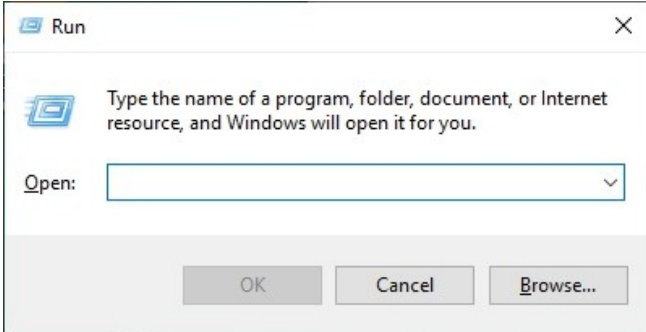
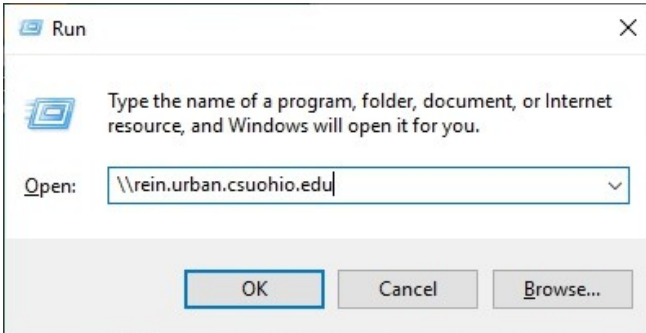
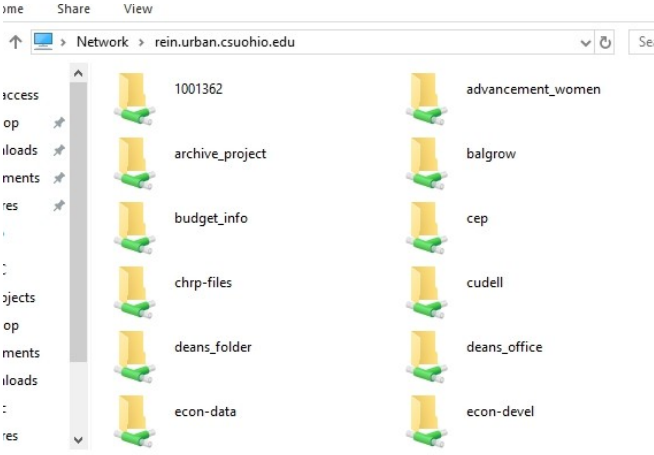


# Connecting to your urban affairs files - mapping a network drive using your own PC or laptop.

Replace the CSUID number *1001362* in the instructions with **your** seven-digit CSUID number.



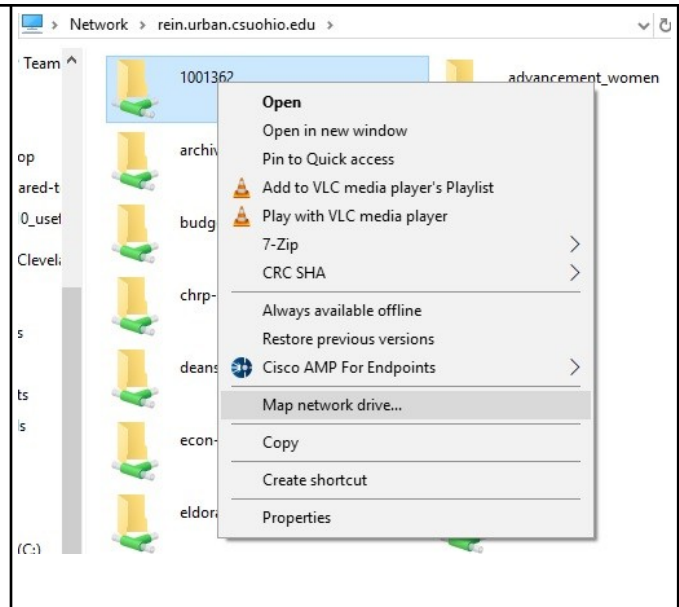
The “Windows” key is found between the Control and the Alt key on the keyboard; use it as you would the Shift key.

<p>1. Press the Windows key and the R key. This will bring up a “run” dialog box.</p>	
<p>2. Type <b>\\rein.urban.csuohio.edu</b> in the text box. In some cases the server name will be different, e.g. <b>rose.urban.csuohio.edu</b> or <b>lanyard</b>.</p> <p>The direction of the leading slashes is important.</p> <p>Click on the OK button.</p>	
<p>3. A window will open displaying file folders available on the server.</p>	

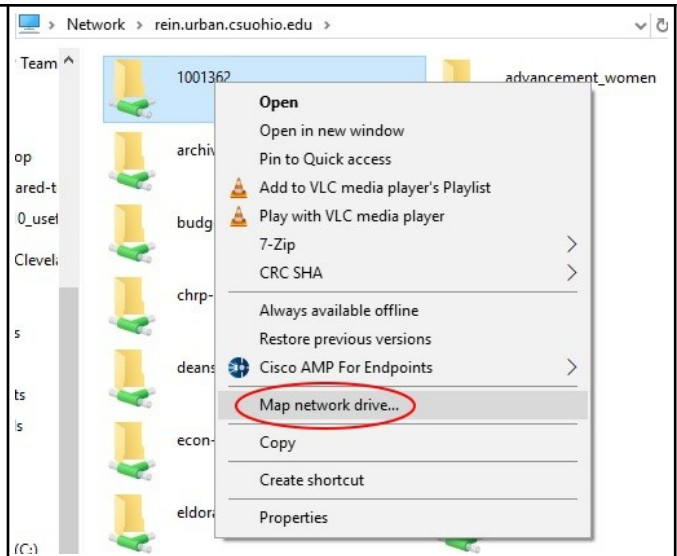
4. To map your [H:\](#) drive select the folder that matches your CSUID number by **right-clicking** on it once to open the command window.

To map a different resource **right-click** once on the desired folder name.

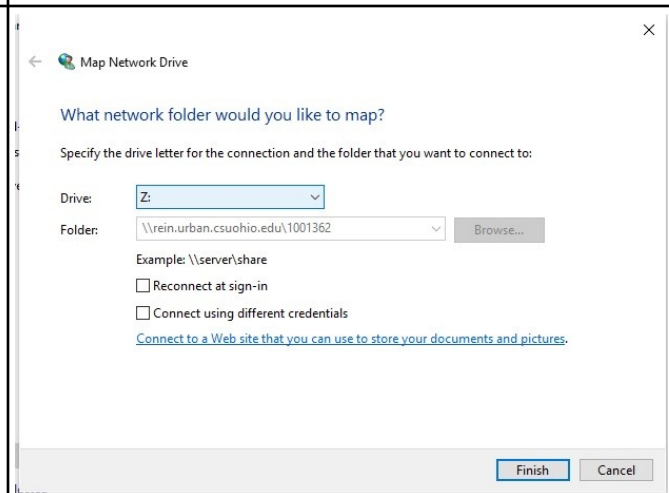
If you are unsure of which folder to use contact Bob Martel. Folders you are not authorized to access will not allow you to connect to them.



5. Click on “Map Network drive...”

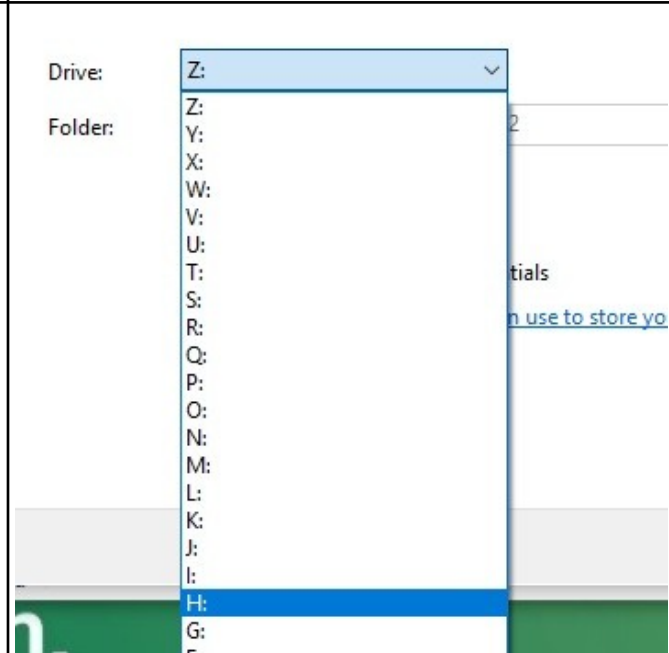


6. The Map Network Drive dialog box will open.



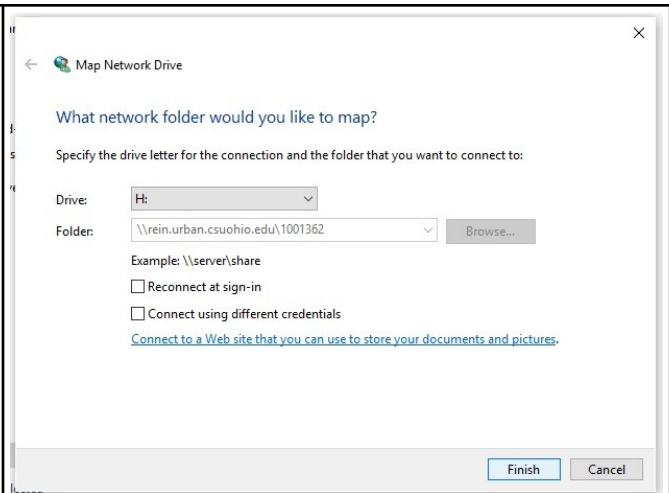
7. Pull the Drive menu down to select which drive letter you wish to use for this connection.

For you H: drive, pull down the H: selection.



8. Select “Reconnect at sign-in” So your computer will automatically reconnect the next time you log into it.

Click on the “Finish.” button.



12. A window will open showing your files and folders on the urban server. A drive listed as “H:” will now be available. You may close the window if desired.

Repeat the steps above to connect to additional shared folders.

