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Find online at
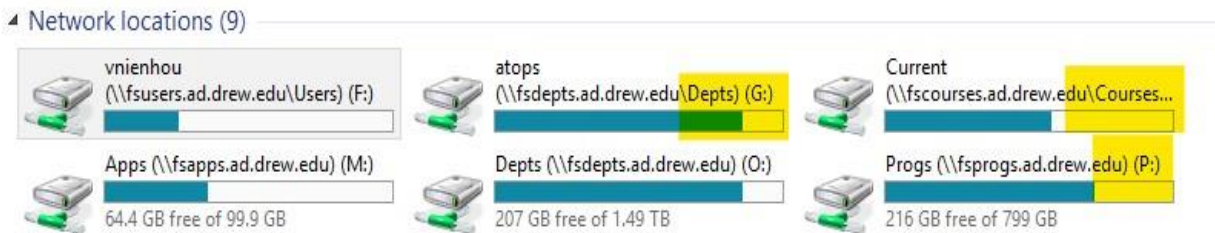http://bit.ly/UTChronicles

drew.edu/ut

DREW
TECHNOLOGY

STEPS FOR WORKING WITH DREW NETWORK FILES FROM HOME

Many Drew employees still use the network drives – often referred to as G: or P: - to save and share files they need to work on collaboratively. We want to use this space to share some recommendations for doing so more easily.

If you find yourself consistently editing existing files saved to a network drive, or working with content that is protected (see the Responsible Use of University Data Policy), please use CloudPC. You will find a folder of Office Applications using the plus sign to the left, or you can search for a specific program like Word or Excel in the search box at the top right. Visit Using CloudPC for more information about CloudPC and adding applications.

Once you've opened, for example, Word, go to File > Open > Computer > Browse. You will be in your F: drive. Click on This PC to the left. If you haven't seen the pop-up already, you will be prompted for permission to access information; be sure to permit all access or grant read/write permissions (depending on your OS). Next, you will see your network drives as though you were on campus (some are highlighted in the image below) – because, in essence, the virtual computer you are working on is on campus! From here, you can navigate to, open, edit, and save the file you need to interact with just as you would on campus. Just be sure to close the app windows when finished to avoid a hung session.

Network locations (9)

| vnienhou (\\fsusers.ad.drew.edu\Users) (F:) | atops (\\fsdepts.ad.drew.edu\Depts) (G:) | Current (\\fscourses.ad.drew.edu\Courses... |
| Apps (\\fsapps.ad.drew.edu) (M:) 64.4 GB free of 99.9 GB | Depts (\\fsdepts.ad.drew.edu) (O:) 207 GB free of 1.49 TB | Progs (\\fsprogs.ad.drew.edu) (P:) 216 GB free of 799 GB |

HELPFUL LINKS

For easy reference, here are some links you may find handy:

To log or view a tech support request: help.drew.edu		ITC Chat (M-Th 10-1)
WFH Tech FAQ	bitly.com/DrewRemote	Drew U COVID Page