The H: drive is your personal storage space at Millsaps. H: drives can be accessed from any of the computer labs on campus. Also, students, faculty, and staff can map their H: drive to their personal computer and access them while on campus. Note that your H: drive cannot be accessed from the Guest wireless network or from off campus without an active VPN connection. To map your H: drive, you must be connected to the Millsaps network (either through a wired connection or through MajorAir).

1. Open **Windows Explorer**

2. If you do not see a menu bar: **[File]**  **[Edit]**  **[View]**  **[Tools]**  **[Help]**, then click on **Organize > Layout** and check **Menu Bar**.

3. Click on **Tools** and choose **Map Network Drive**...

4. From the dropdown box with the letter Z, use the drop down and select H.

5. In the folder window, type in the following: `\milntdom.millsaps.edu\mil-dfsroot-01` Make sure “Reconnect at logon” & “Connect using different credentials” are selected.

6. Enter: **YOUR MILLSAPS USERNAME**
   **MILLSAPS PASSWORD**

7. Click **Ok > Finish**.
Accessing the H: Drive

1. In My Computer, **double-click** (H:).

2. In H: \ **double-click** Personal Folders – Students