

Mapping Your Network Drive – Windows XP

2009 - 2010 | Millsaps College | Information Technology Services

Revised 8-8-09

For Millsaps Faculty, Staff, and Students

About the H: Drive

The H: drive is your personal storage space at Millsaps. Generally, faculty members are given 1 GB and students 500 MB. H: drives can be accessed from any of the computer labs on campus. Also, students, faculty, and staff can map their H: drives to their personal computers and access them on campus. Note that your H: drive cannot be accessed off-campus without a VPN connection or anywhere through the Guest wireless network.

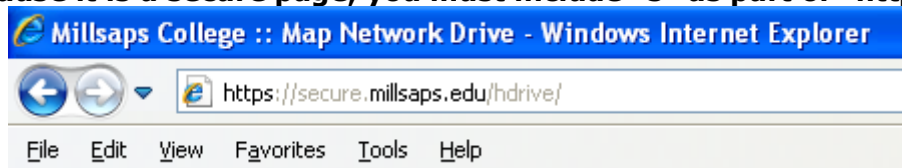
To map your H: drive, you must be connected to the Internet at Millsaps (through a wired connection or through MajorAir).

Mapping the H: Drive

Use *Internet Explorer* to go to this address:

<https://secure.millsaps.edu/hdrive>

(Note: Because it is a secure page, you must include "s" as part of "https.")



Under *Step 1: Authenticate* enter the following information:

User Name: Millsaps User Name

Password: Millsaps Password

Click *Authenticate*.

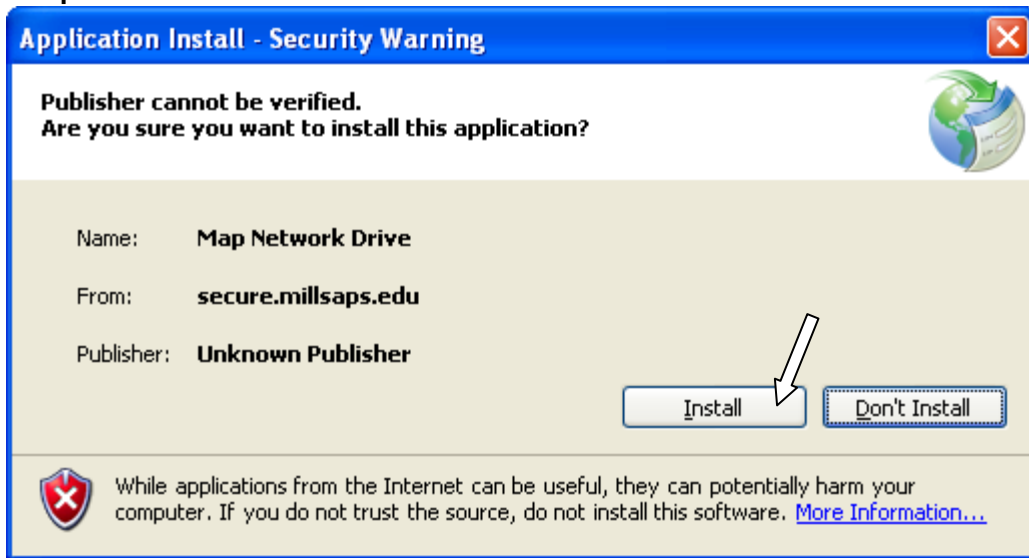
Step 1: Authenticate

Please Enter your username and password to authenticate

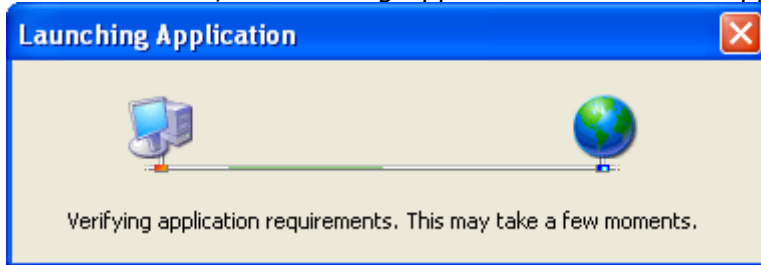
| | |
|------------|---|
| User Name: | <input type="text" value="username"/> |
| Password: | <input type="password" value="••••••••"/> |
| | <input type="button" value="Authenticate"/> |

A white arrow with a black outline points from the right side of the form towards the "Authenticate" button.

Click *Start* | Click *Install*.



After the application has installed, a *Launching Application* window will appear.

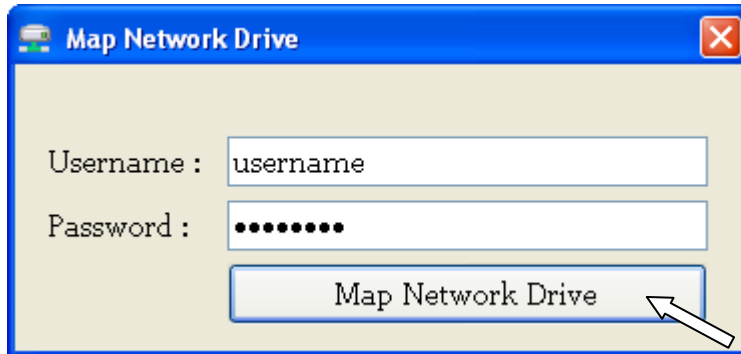


When prompted, enter the following information:

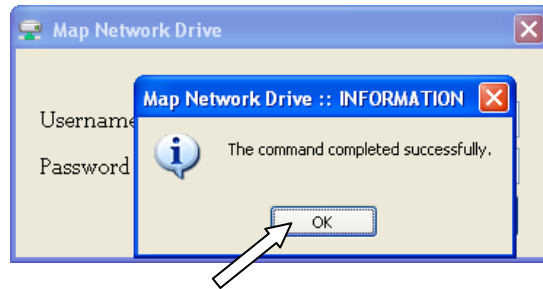
Username: Millsaps User Name

Password: Millsaps Password

Click *Map Network Drive*.

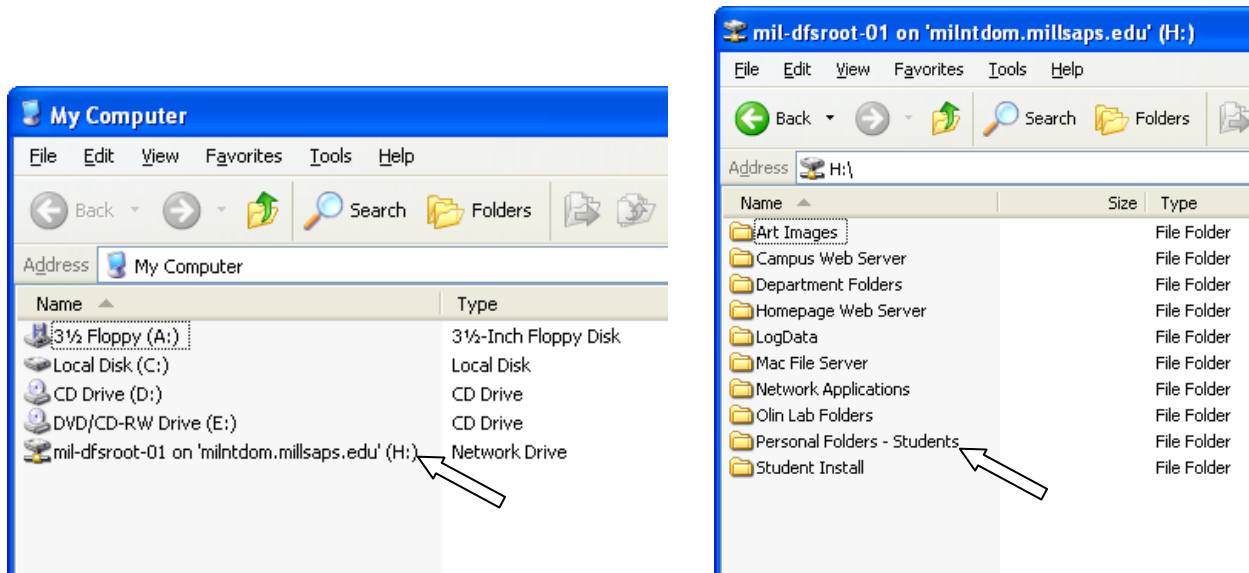


Click **OK**.



Accessing the H: Drive

In *My Computer* **double-click** (H:). In H:\ **double-click** *Personal Folders - XXXXX*.



For assistance, please call, email, or visit:

HelpDesk at 601-974-1144, HelpDesk@millsaps.edu, or Academic Complex 105

Support for Millsaps Faculty, Staff, Graduate Students, Commuter Students, and Guests
Open Monday-Friday from 8am-8pm

ResNet at 601-974-1899, ResNet@millsaps.edu, or New South Hall 125

Support for On-Campus Undergraduate Millsaps Students
Open Sunday-Thursday from 6pm-10pm and Friday-Saturday from 1pm-5pm