Connecting to your U Drive in Windows:

Step 1. Test your access

- Click your start button
- Type the path <u>\\shares\home\$\yourmyRedDragonusername</u> & press enter.



• Your SUNY Cortland U: Drive will open in an Explorer window

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| | Name | Date modified | Date modified Type | | Size | | | |
| username Date taken: Specify date taken PNG image Dimensions: 409 + 597 | Size: 55.1 KB Offline availability: Not available | Offline status: Online Date created: 8/8/20 | : 17 8:35 AM | | | | | |

Step 2. Create a shortcut for your desktop

- Click your start button
- Click Computer



• Your U: Drive is visible in the Explorer Window

| Computer ► | ✓ 49 Search Compute | - D |
|---|---|------------|
| Organize Properties System properties | Uninstall or change a program Map network drive Open Control Panel | ÷ • 🗊 🤅 |
| ☆ Favorites ■ Desktop 〕 Downloads Recent Places | Hard Disk Drives (1) Local Disk (C) 236 G8 free of 288 G8 Devices with Removable Storage (1) | |
| □ Libraries □ Documents ↓ Music | DVD Drive (D:) | |
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| (\shares\home\$) (U:) Spa Network Drive Sp | ice used: Total size: 4.00 GB | |
| | • Pr (| 8:58 AM |

- Look in the Favorites pane on the left side of the Explorer window
- Single-click on username(<u>\\shares\home\$)(U:</u>) and drag onto the desktop icon

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