Protocol: Mapping the Network (J) Drive

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For times when your “J-Drive” does not show up, Please use the following settings to “re-map” your drive.

Call OTEL (783234) everytime you use this guide and tell them, “I can’t find my J-Drive”

Open “Computer” and select the “Map Network Drive” button across the top of the page.

- If using XP operating system, Please open “My Computer” and go to “tools” → “Map Network Drive”.

Once clicked, the page below opens where you want to do the following:

- Drive: select “J” from the drop down list
- Folder: \file01.hec.ohio-state.edu\plll
  (the ‘\’ symbol is in between “enter” and “Backspace”)
• Click “Finish”

Inside of “Computer” the J-Drive should now exist!

Contact a CLRC-tech if this process does not work