



## Protocol: Mapping the Network (J) Drive

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Questions on this protocol should be directed to: Jason Flowers

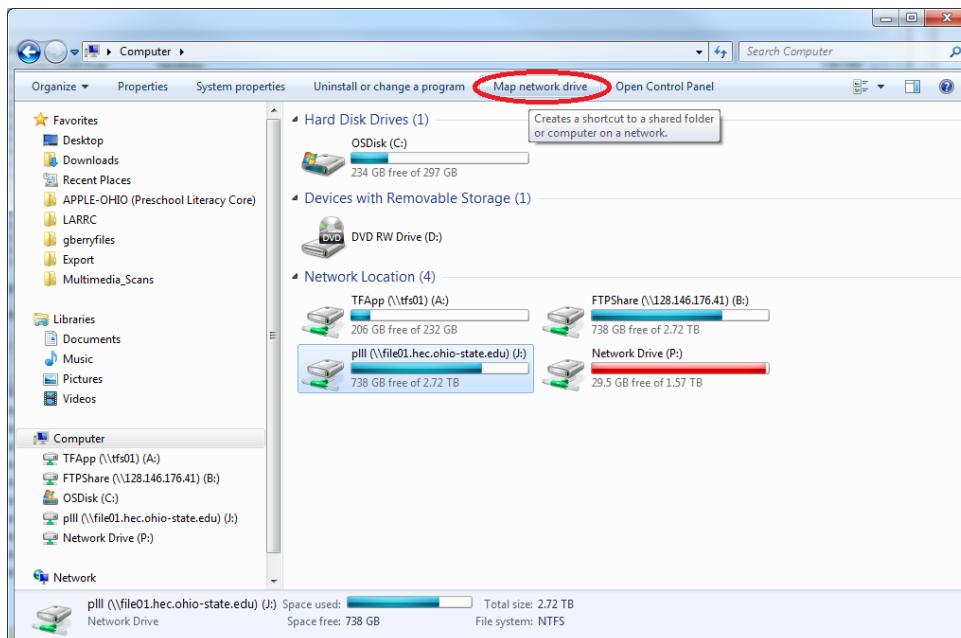
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For times when your “J-Drive ” does not show up, Please use the following settings to **“re-map” your drive.**

**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”.*

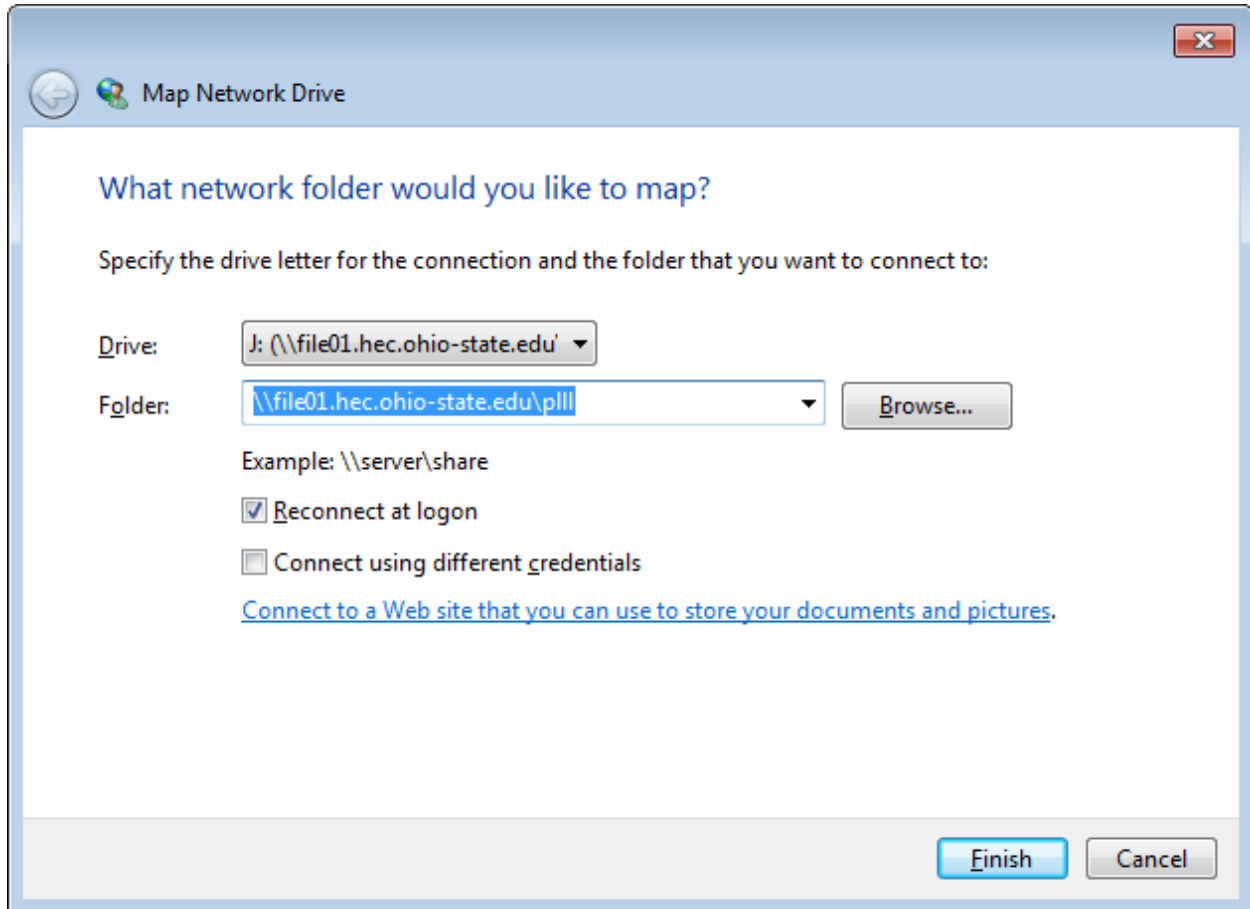


Once clicked, the page below opens where you want to do the following:

- Drive: select “J” from the drop down list
- Folder: [\\file01.hec.ohio-state.edu\pIII](http://file01.hec.ohio-state.edu/pIII)
  - (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*