

HOW TO ACCESS THE SHARED DRIVE

**The folder that contains all of the Intranet files is called 'PCOE File Repository'.*

PC: Finding the Shared Drive

1. Click on the Windows 'Start' button
2. Type in [\\shared.ohio.edu](https://shared.ohio.edu) in the search bar
3. Click on the link when it pops up in the search list
4. Double click on the 'education' file

PC: Saving the Shared Drive to your Computer

1. Once you have located the education drive, right click on it and go to 'Map network drive'
2. From here, choose what drive you want to save it under (I will often pick S: drive for 'shared' so it's easy to remember)
3. You can choose to reconnect automatically upon log-in for your computer, or you can deselect it so you have to log in each time.
4. Click Finish
5. Now the shared drive will be listed under 'Computer' where flash drives or other external sources show up whenever you log on

MAC: Finding the Shared Drive

1. Click on "Go" at the top of the screen
2. Click on "Connect to Server"
3. Type in smb://shared.ohio.edu
4. Click on 'education' folder

MAC: Mapping the Shared Drive

1. From the Finder, hit Command+K
2. Enter the path to the network drive you want to map, smb://shared.ohio.edu and click 'Connect'
3. Enter your login credentials and click "OK"
4. The drive is now mounted, but continue on to map for system reboot persistence
5. Now enter into System Preferences, from the Apple Menu
6. Click on 'Accounts'
7. Click on "Login Items"
8. Click on the + button to add another login item
9. Locate the network drive you previously mounted and click "Add"
10. Exit out of System Preferences

Accessing the shared drive from an off-campus computer (aka-VPN access)

1. Make sure you have an active, broadband Internet connection.
2. Open a web browser
3. Go to <https://sslvpn.oit.ohio.edu/>
4. Log in with your OHIO ID and password.
5. Use the links/menus on the resulting page to access your secure drives and resources