

# University Information & Technology Services

## Accessing “H” & “P” Drives

*(NetStorage Replacement)*

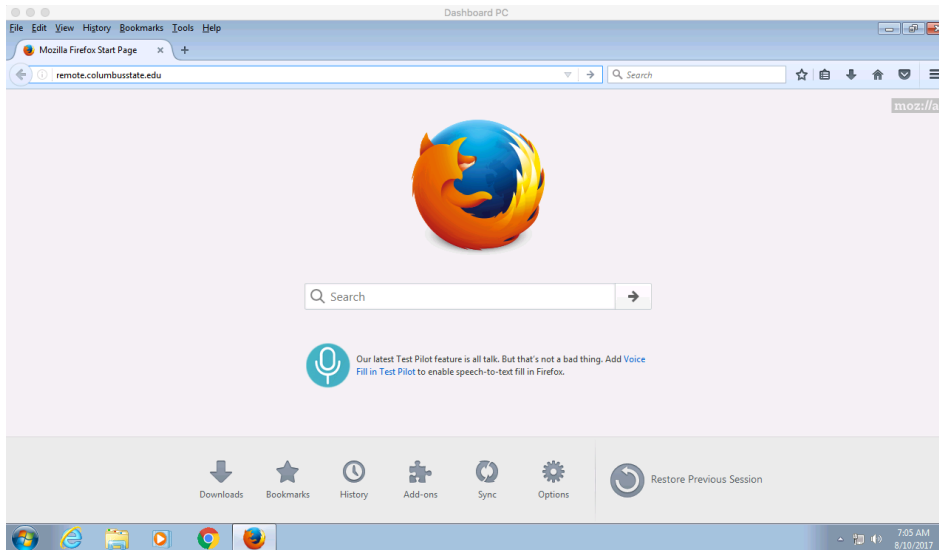
This guide will help you access your “H” & “P” drives from off campus on a personal laptop or desktop. Please follow the directions below.

1. Launch your preferred internet browser. For this example, Mozilla Firefox will be used. The directions are similar for any other browser.

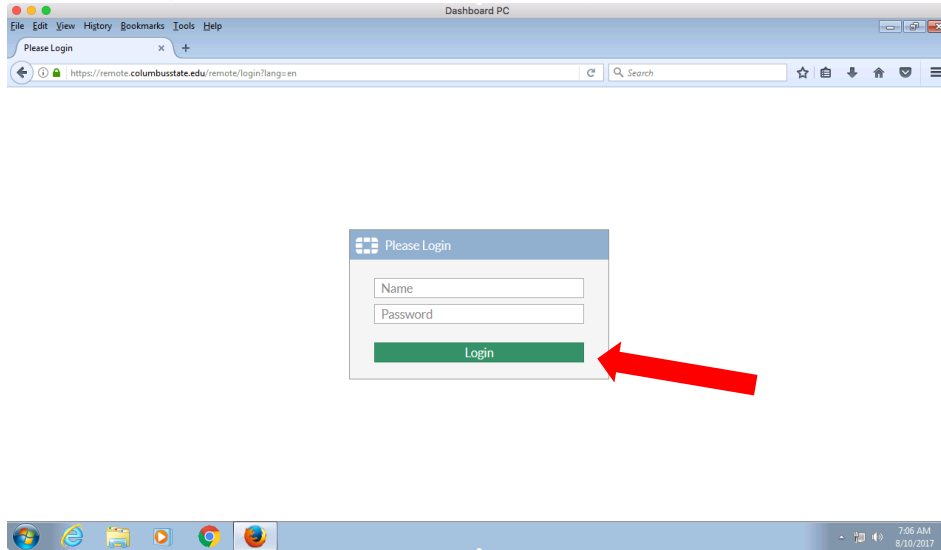


2. Once your browser loads, put in the following web address.

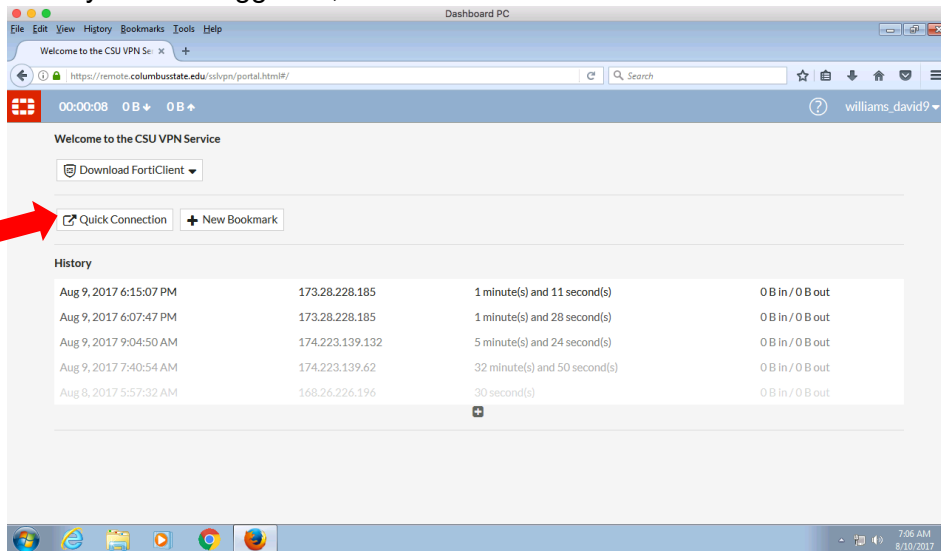
**remote.columbusstate.edu**



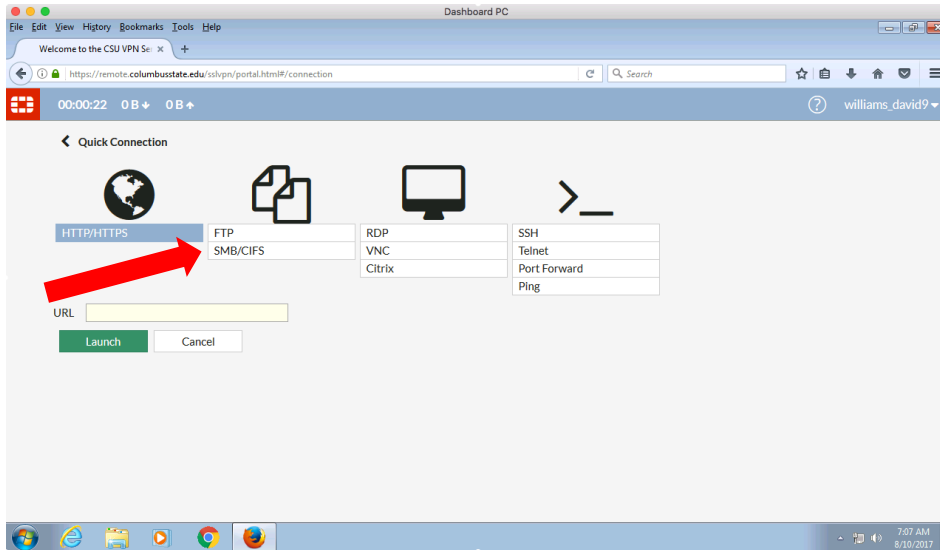
3. The following screen will load. Please put in your OneCSU credentials and click “Login”



4. Once you have logged in, click on the “Quick Connection” button

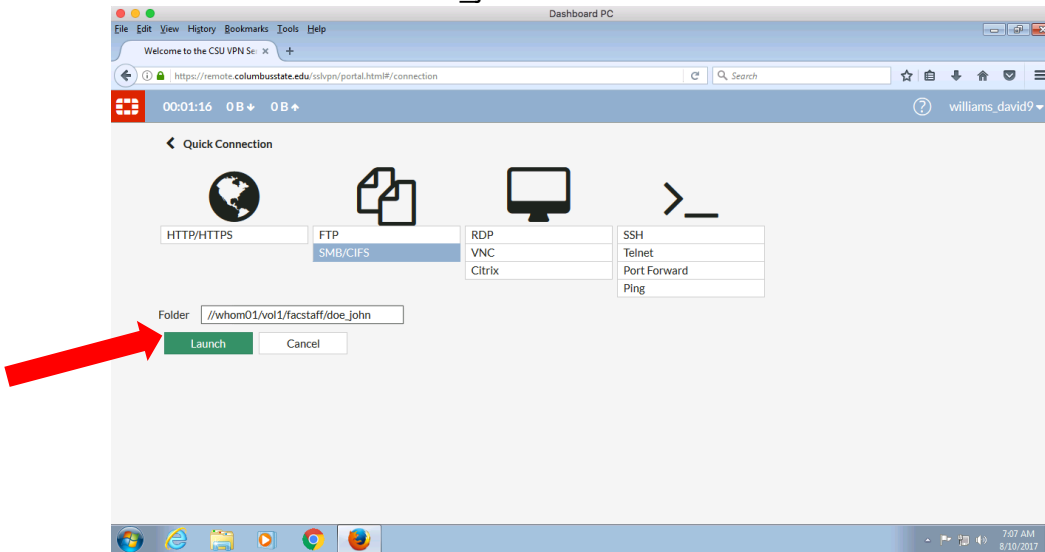


5. You will then need to click “SMB/CIFS”



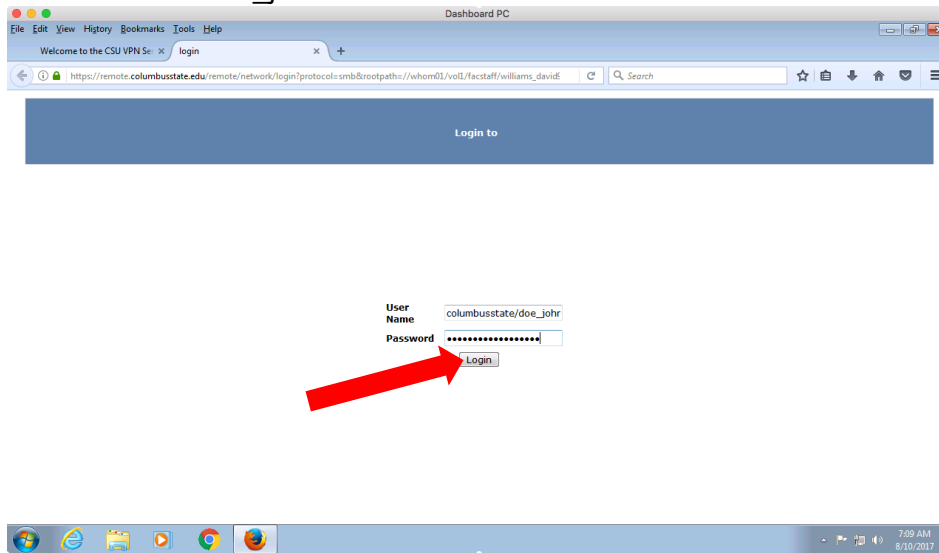
6. In the “Folder” box, put in the the following path. (Please note that you should replace doe\_john with **your** OneCSU login.) Then click “Launch”

//whom01/vol1/facstaff/doe\_john



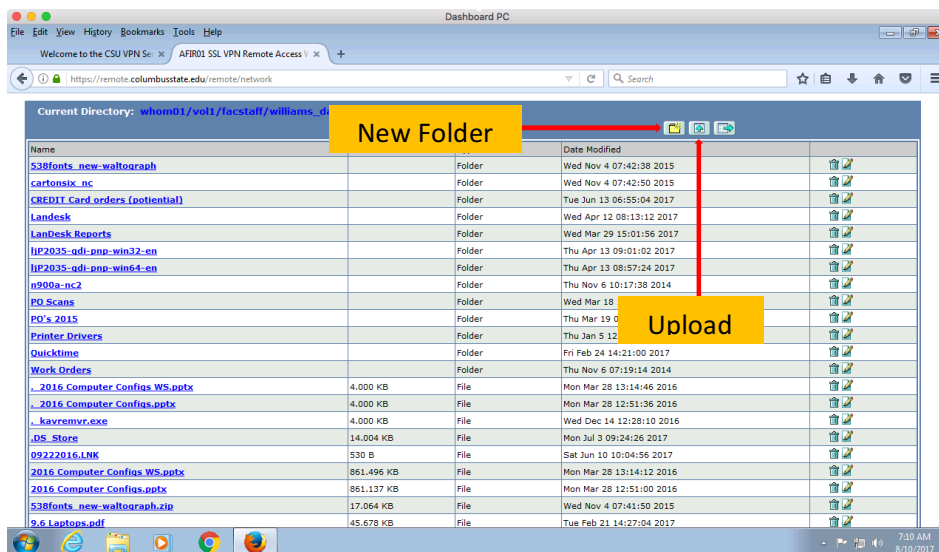
- You will then be prompted to put in your OneCSU credentials again. You will need to include columbusstate/ before your username. Your password is the same. Then click "Login." Your username should look like the following:

columbusstate/does\_john

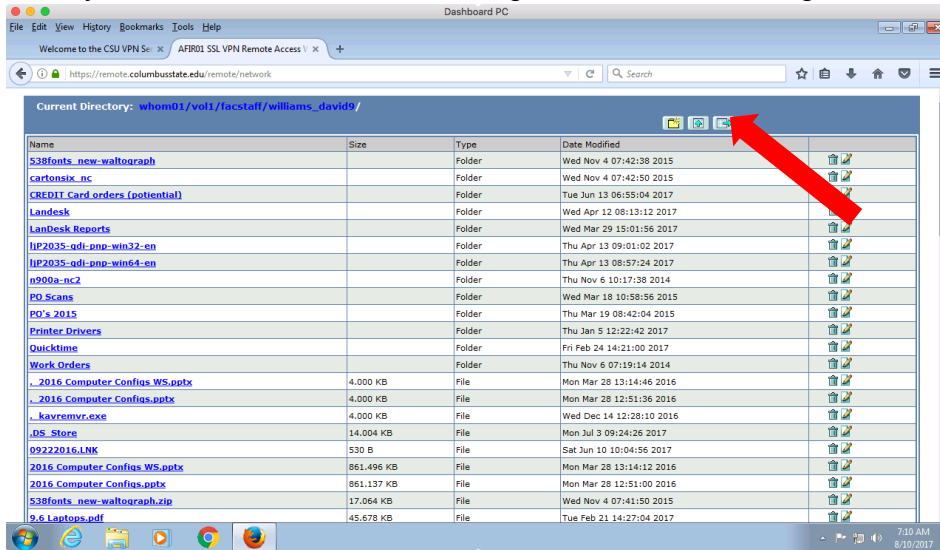


If you receive any errors, please go back to Step 9 and make sure to double check all paths, usernames, and passwords.

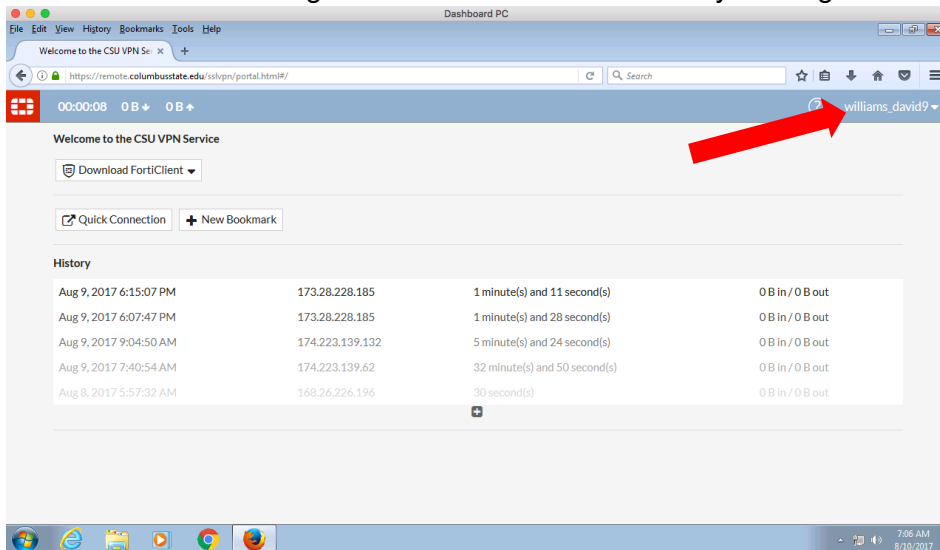
- Once you have logged in, you should now have access to your "H" drive files. Clicking on a folder will open that folder. If you click on a file, you will download that file to your PC so that you can work. Once you have finished working, you will need to upload that file to your "H" drive to maintain the changes.



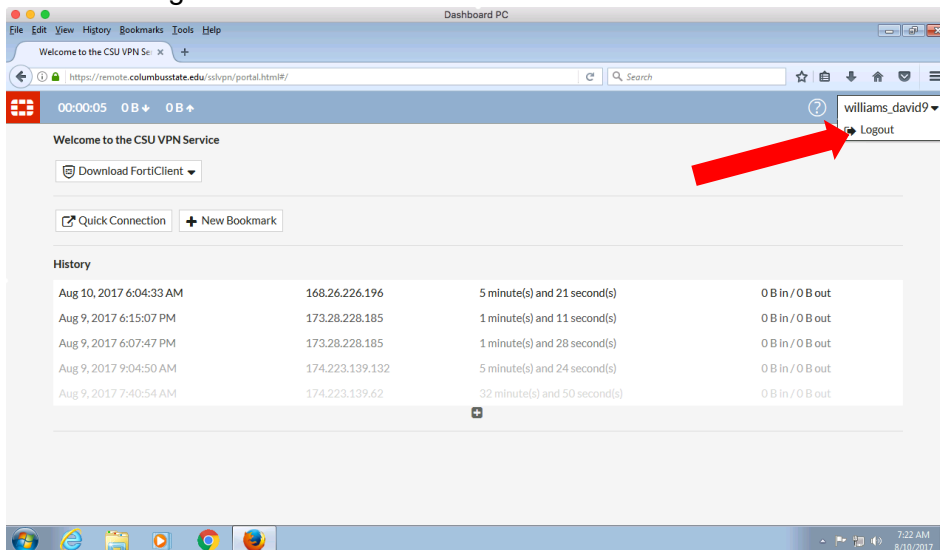
9. Once you are finished, make sure to logout. Click the following button



10. You will also need to logout of the Web VPN console by clicking here

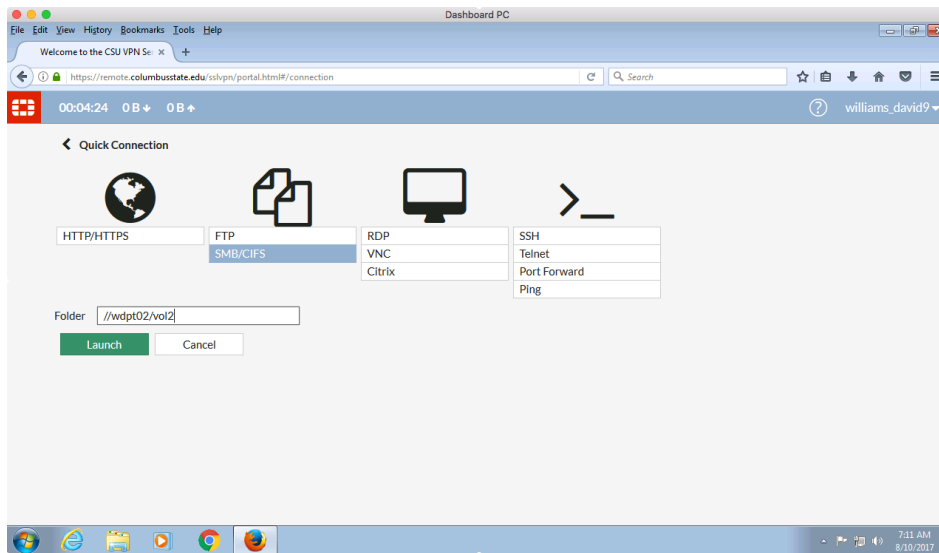


11. Then click logout



12. To connect your “P” drive, you will follow steps 6-8 again, but in “Folder” you are going to put the following path:

//wdpt02/vol2



13. You will then need to follow step 10, and you will be logged into your “P” Drive. Please remember to upload documents once you have finished editing and to logout.