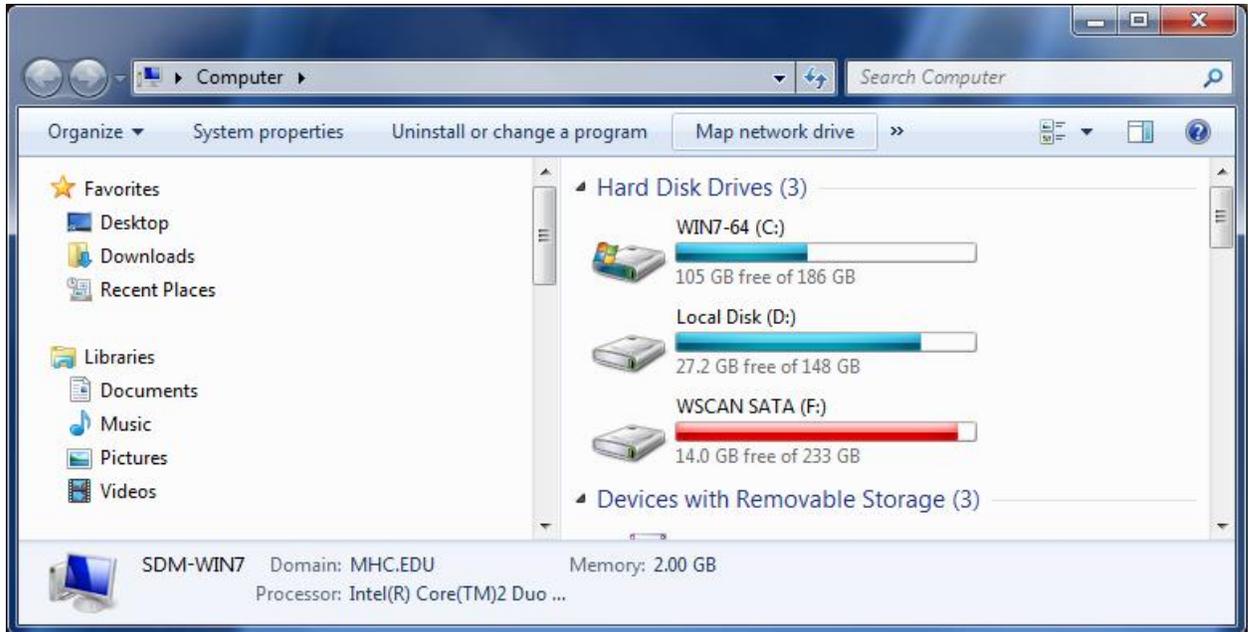


Accessing your J: drive from the Residence Halls using Windows 7 without logging onto the network:

Click the “Start” button (lower left of your screen) and select “Computer”



Click “Map Network Drive” (located at the top right of the window)

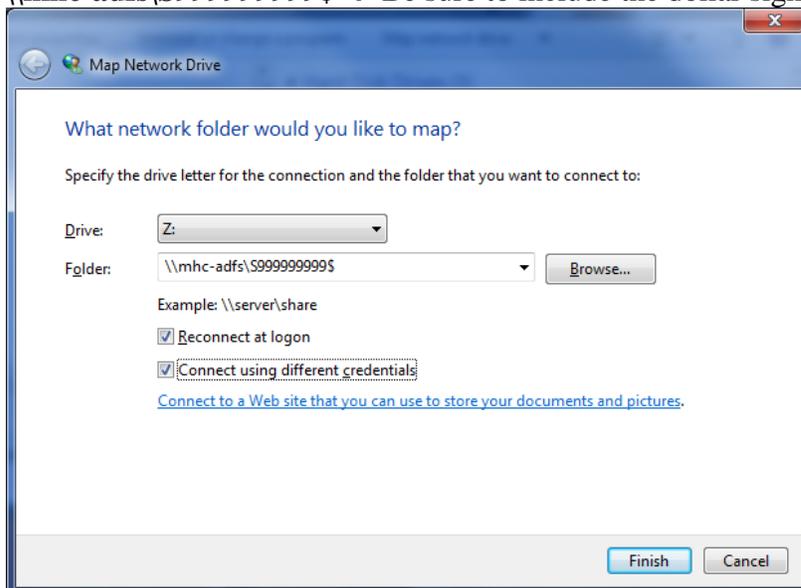
Select “J:” for the Drive

Enter the following in the “Folder” input box:

`\\mhc-adfs\yourusername$` (Substitute your network username for ‘yourusername’)

For example, if my network logon is S999999999 I would enter:

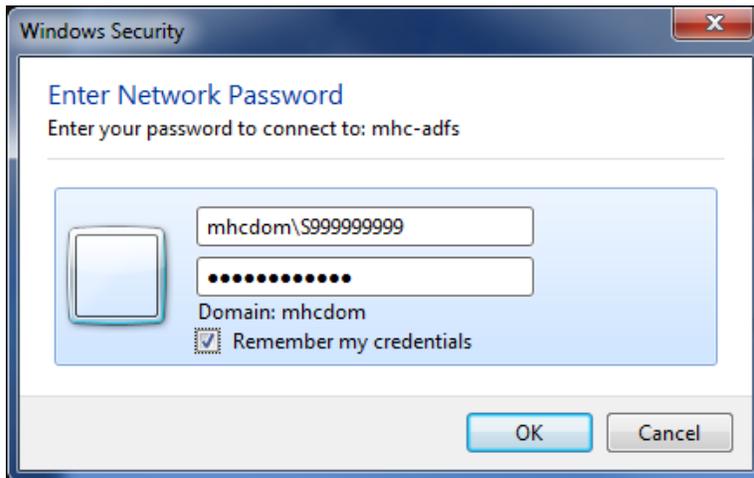
`\\mhc-adfs\S999999999$` ← Be sure to include the dollar sign!



Check the “**Reconnect at Logon**” box.

Click the “**Connect using a different username.**” link.

You will see the following window displayed:



In the “User Name” input box enter your network username preceded by **mhcdom**

In the illustration my username is **S999999999** so I would enter **mhcdom\S999999999**

In the Password input box enter your **network password**

Click the “**OK**” button.

If you entered everything correctly your network J: drive should now be listed when you open your “Computer” icon