

Instructions for Directly Accessing Your Network Data Drive On Windows 10 Lab Computers

What is not available any longer?

Your personal N: drive will no longer be directly available in any Windows “File Explorer” or “Save As” dialogue box/menu. These direct drive mappings have been removed for security reasons.

How do I get to my private data, N: drive now?

There are multiple ways to do this:

1. Go to the desktop and click on the folder titled “Username Private Data”, then My Data, then Documents.

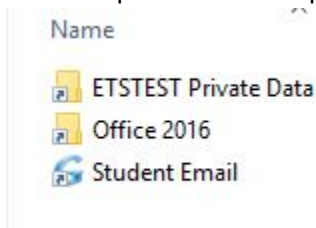


2. Click on the File Explorer folder icon on the Windows Task Bar. Then double click on the Documents shortcut.

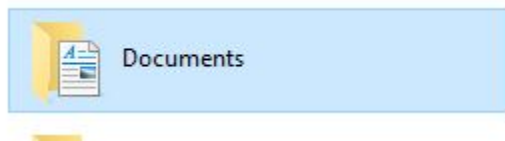


How do I save a document to my personal data storage (N: drive)?

1. Click the File, then Save option and select Desktop.
2. Your personal drive options will appear for you to select the proper location.



3. Double-click on your private data folder shortcut and select the Documents folder shortcut.



If you have any questions, please call the IT-HelpDesk at 616-331-2101.