Instructions for Directly Accessing Your Network Data Drives
On Windows 8 and Windows 10 Computers

What is not available any longer?

Your personal N: and departmental L: drives 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.
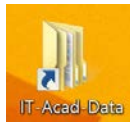

2. Click on the File Explorer folder icon on the Windows Task Bar. Then double click on Documents shortcut.
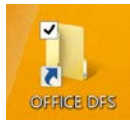

How do I get to my departmental data, L: drive now?

There are multiple ways to do this:

1. Go to the desktop and click on the folder titled "Your Department –Data"

2. Go to the desktop and click on the folder titled "OFFICE DFS" and then click on "Your Department-Data" folder

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

1. Click the File, then Save option and select Desktop.
2. Both your personal drive and your departmental drive options will appear for you to select the proper location.
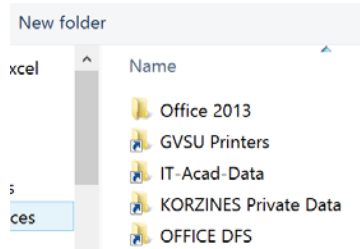
What is the OFFICE DFS icon on my desktop?

This is the shortcut to the two locations discussed above (personal network drive and departmental network drive) as well as any other GVSU servers you have rights to.

You will also notice within the OFFICE DFS folder the following:

- GVSU-Printers (for loading network printers)
- GVSU-LabData (departmental lab software)
- GVSU-Software (GVSU supported software)

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