Notes:

- These instructions are for personally owned computers from on or off campus. Campus owned computers provide your “U: Drive” when you login with your NEC username and password.
- Graphics below are from Windows XP. Windows 2000, Vista & 7 setup is similar.
- The web address in step 4 below can be used in any web browser without having to create a “Network Place”.

Step 1 for Win XP
Click Start.

Click My Network Places.
OR
Click My Computer and then My Network Places on the left under Other Places.

Step 1 for Vista (no graphic shown)
Click the Windows Button
Click Computer.

Step 2 for Win XP
On the top left of your window under Network Tasks
Click Add a network place.

Step 2 for Vista (no graphic shown)
“Right click” any white area on the right side of the window from Step 1 and select Add a Network Location.

Step 3
In the Add a Network Place Wizard
Click Next.

Select Choose another network location
Click Next.
Step 4
Enter your U Drive location in the *Internet or network address* field

https://myudrive.nec.edu/XX/username
XX = year you started at NEC, same as the last 2 digits of your *username*

*username* = same as your email username

Click *Next*

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Step 5
If you see the *Security Alert* on the right
Click *Yes*

Enter your *User name* and *Password*
Same as your email User Name and Password

Optionally you can click *Remember my password*

Click *OK*

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Finish
Set the remaining screens as you desire

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Your U: Drive is now accessible from the same window you opened in Step 1 above