



New England College

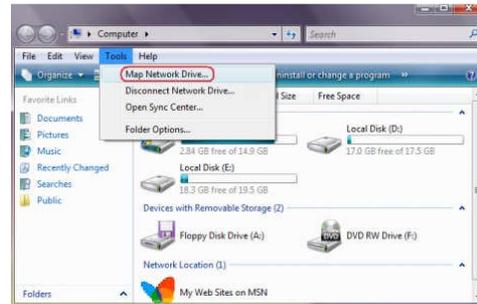
Information Technology Tip Sheet

“U: Drive” Access on Windows 7 Personally Owned Computers

Step 1:

Open a **“Computer”** window

Click the **“Tools”** drop down menu and select **“Map Network Drive. . .”**.



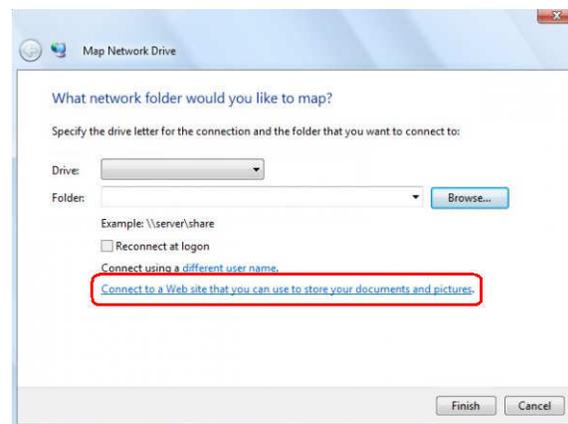
Step 2:

On the **“Map Network Drive”** window, at the bottom, click **“Connect to a Web site that you can use to store your documents and pictures”**

Step 3:

When prompted, enter the internet path for your U: drive folder;

ex: <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



Step 4:

If prompted with a Security Alert, Click **“Yes”**

Enter your **“Username”** and **“Password”**, which is the same login information as your NEC email.



Select **“Finish”** if prompted.

Upon Completion:

Once complete, the newly mapped network location drive should pop up in a new window.

Though not labeled as the **“U: Drive,”** it will appear under the **“Network Locations”** section of your drives view by opening **“Computer.”** This location should be there whenever you are connected to the internet.

