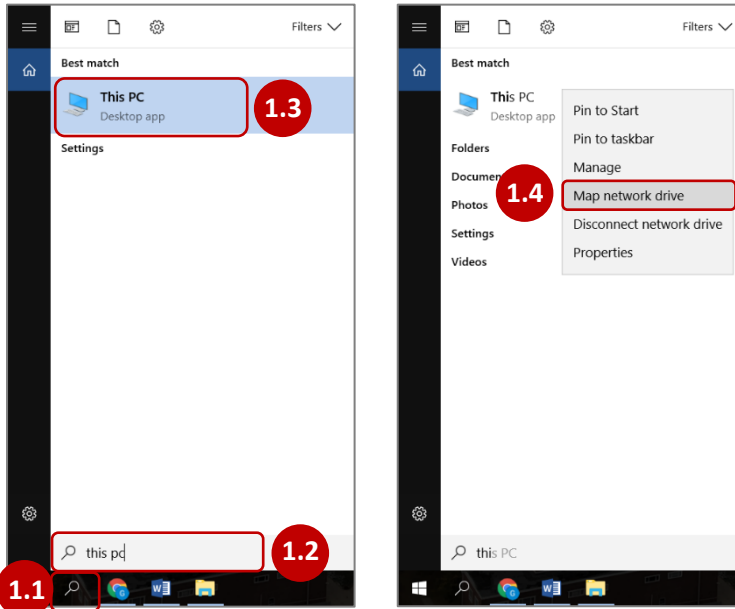**FACILITIES MANAGEMENT**
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How to Access to Network Drives in Window
(Department Network Drive and Personal H Drive)

If you are **off campus**, your computer needs to be connected to the Illinois State University network through the VPN.
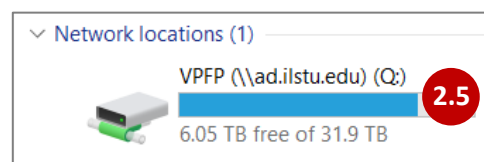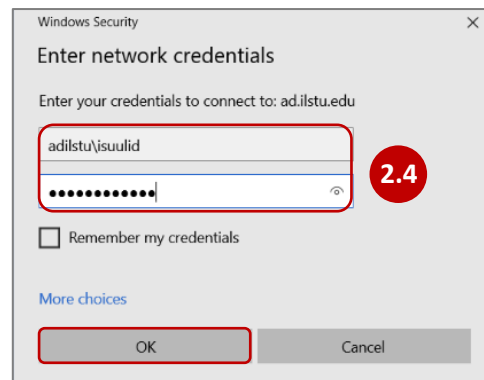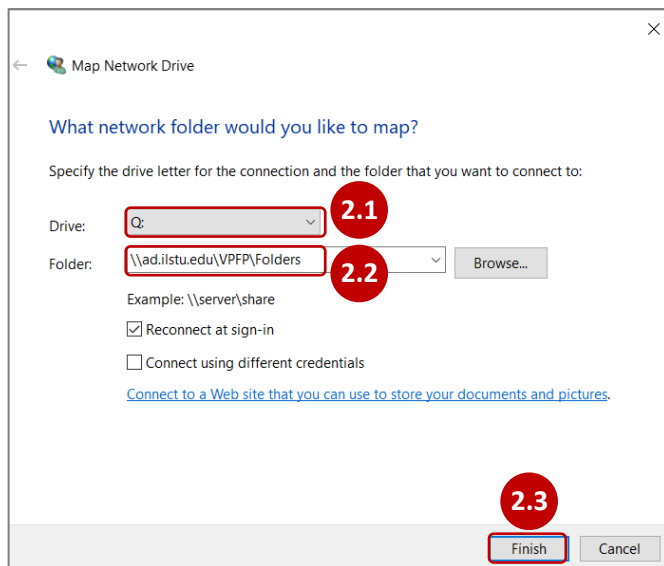**Internet connection is required to connect to the VPN.*

1. Find Map Network Drive window.
   - 1.1. Click the magnify glass icon at the bottom left of your computer or laptop screen.
   - 1.2. Type in *this pc* in the window search bar.
   - 1.3. Right click on *This PC*.
   - 1.4. Select *Map Network Drive*.

2. Enter the appropriate network path that you want to have access to.
   Example 1: You want to access to the **Facilities Management network drive** that you currently have access to.
   - 2.1. Select *Q:*.
   - 2.2. Type *\\ad.ilstu.edu\VPFP\Folders*.
   - 2.3. Click *Finish*.
   - 2.4. Type your *Illinois State ULID* after *adilstu* and password. Then, click *OK*.
   - 2.5. You should now be able to access to the network drive.

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Example 2: You want to access to your **personal H drive** that you usually access from University computer or laptop.

2.1a Select *H:*.

2.1b Type *\\ad.ilstu.edu\VPFP\Users\isuulid*.

2.1c Click *Finish*.

2.1d Type your *Illinois State ULID* after *adilstu* and password. Then, click *OK*.

2.1e You should now be able to access to your personal H drive.