

## Adding Shared Drives to Off-Campus Machines Tutorial

Department Share IP: 172.19.2.197

Personal User Share IP: 172.19.2.173

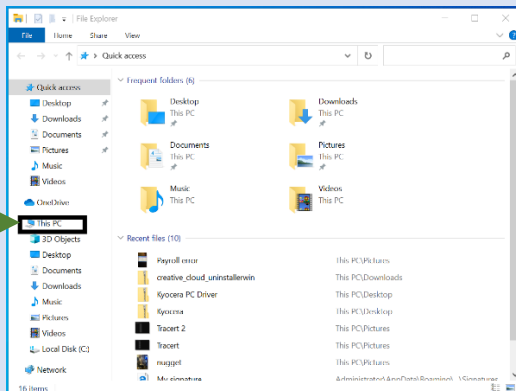
### *IMPORTANT NOTE*

During work from home, it is incredibly important that ENMU Employees store University related material, especially FERPA material in One Drive storage and Shared Drives, not on their off-campus machines.

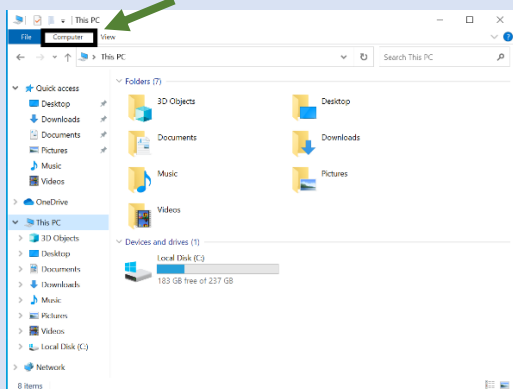
To access the shared drives remotely you will first need to connect to the VPN, instructions [here](#).

**Step 1** – Open File Explorer, the File folder icon on your taskbar.

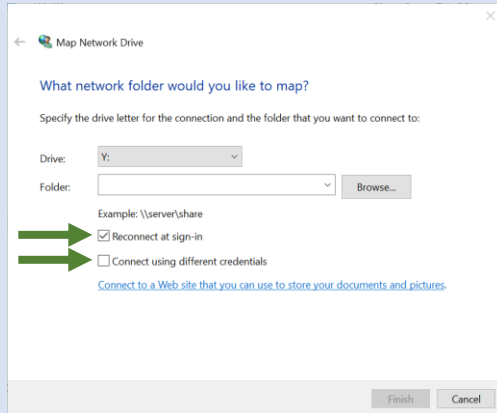
**Step 2** – Go to this PC.



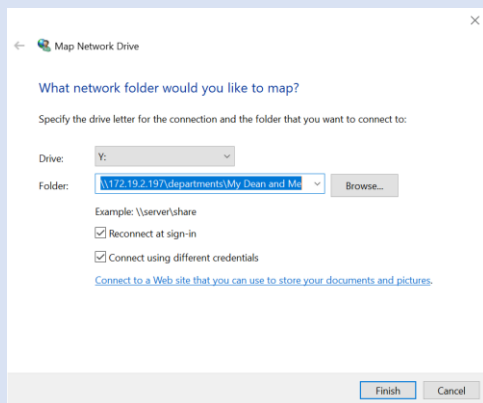
**Step 3** – At the top go to the computer tab and then hit map network drive button.



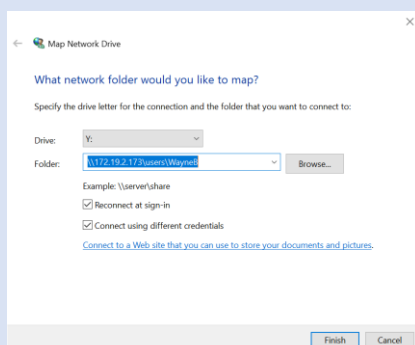
**Step 4** – A new window will pop up. You will need to check the box, connect using different credentials. You will need to select which drive letter you want the drive to be associated with, that isn't already in use, and type in folder Step 4a below



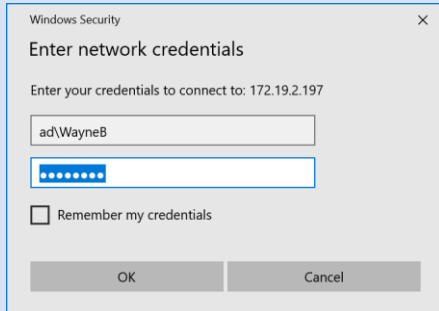
**Step 4a** – For Department shared drives, type in [\\172.19.2.197\departments\](#) type the rest of the drive in. You will NOT be able to browse and look for the drive. For help on how to find the name of your shared drive there will be steps on that at the end of the document.



**Step 4a** – For the personal L drives, type in [\\172.19.2.173\users\yourusername](#)



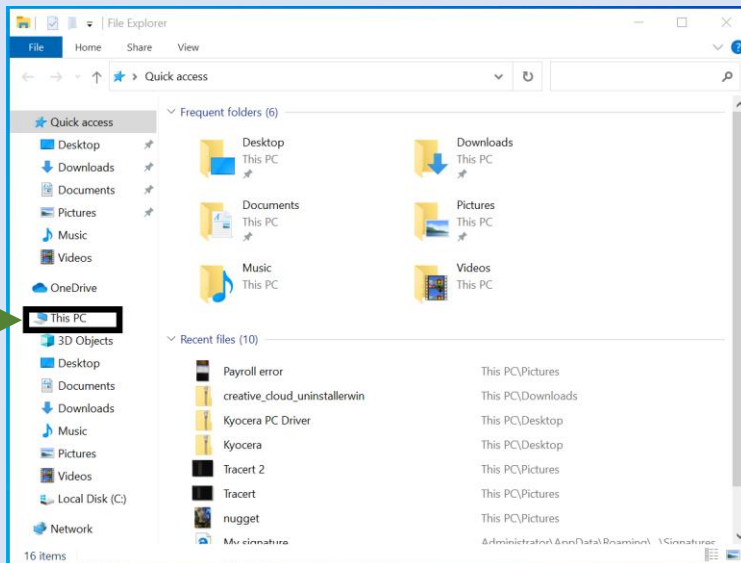
**Step 5** – Log in with your Eastern credentials, AD\username and password. If it doesn't take the ad\ you may need to use the longer form which is [username@ad.enet.enmu.edu](mailto:username@ad.enet.enmu.edu). Like the example below it would be WayneB@ad.enet.enmu.edu



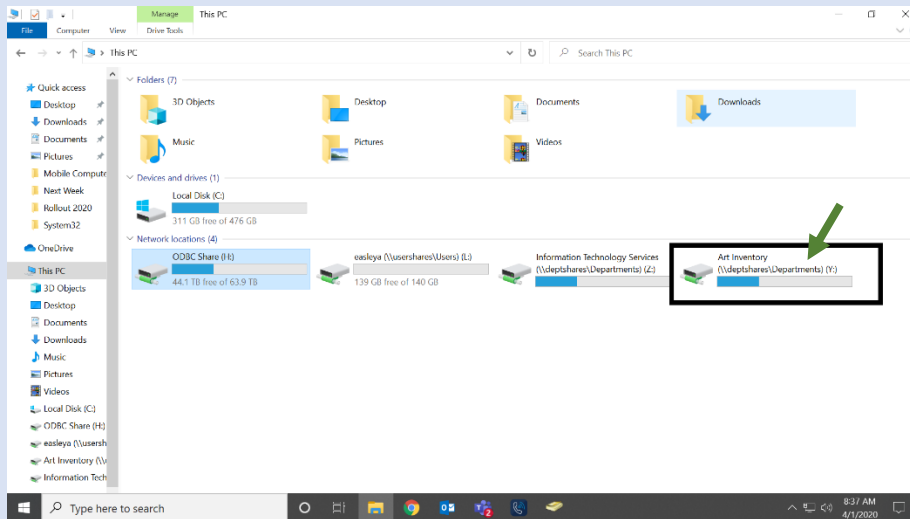
### How to Find Your Shared Drive Path

**Step 1** – Go through the process of remoting into your office computer. If you do not have the VPN go to [itsweb.enmu.edu](http://itsweb.enmu.edu), the download and instructions are available there.

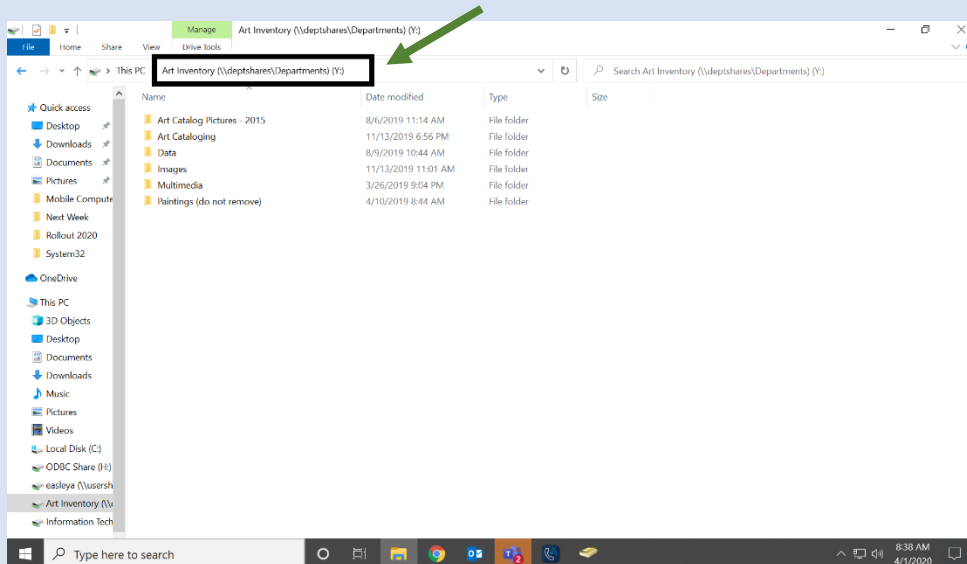
**Step 2** – Open the File Explorer and go to This PC



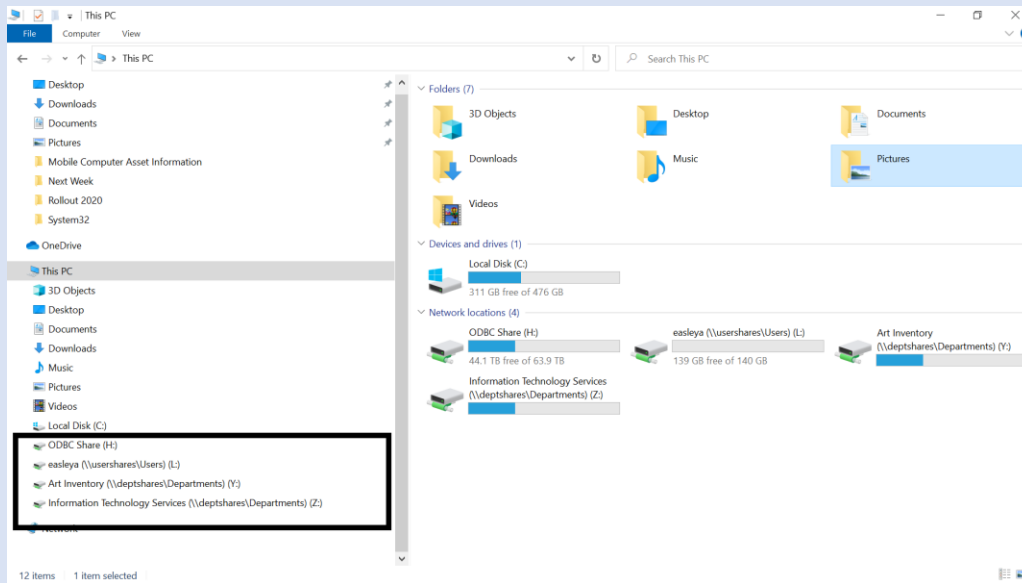
**Step 3** – Select the Drive you want to see the name of. I will be using the art inventory drive for this. You can see the full path from the picture. The drive is Art Inventory but the full path is \\deptshares\Departments\Art Inventory



**Step 2a** – Sometimes the path is longer than what is shown and you'll need to go into the drive to get the path. The path will be at the top in the address bar part of the window.



**Step 2b** – The paths can also be found on the side bar on This PC. You may need to click on the little arrow beside This PC. You may also need to expand the sidebar over to get the full length of the path.



All work from home Technical Training available can be found at:  
<https://enmu.edu/workfromhome>

If you need assistance or have questions, you may contact Help Desk  
via Teams by clicking [Here](#)  
via phone at: **575-562-4357**  
via email at: [Help.Desk@enmu.edu](mailto:Help.Desk@enmu.edu)

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