

# H: Drive Folders and Instructions

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All full-time faculty and staff receive an H drive departmental folder. This is a network drive for your private use. The H drive is an excellent place to store or backup important documents. It is backed up regularly and can be accessed from both on and off campus.

On campus a logon script runs that maps the network drive H: to your departments H drive. If properly mapped, this drive appears in My Computer. You will see all of the department member's folders. You are the only one with access to your folder on this drive. There may be shared folders in the departments H drive. In these shared folders all department members may have access to read and write files.

There are alternate ways to access this network drive. If you connected to The University of Akron network, open any explorer type window (e.g. My Computer, My Documents, and Internet Explorer). In the address window enter the network path [\\cbamb3](#). You will see a list of shared folders. Select the appropriate folder that corresponds to your department (e.g. [\\cbamb3\finance home](#)).

From off-campus to connect to The University of Akron network using a network path, you must first create a VPN connection. Instructions on how to create a VPN connection are at <http://support.uakron.edu/wiki/index.php/Vpn>. Once connected to the VPN you can enter the network path from the previous paragraph.