

The purpose of this document is to provide steps for accessing your network files using Windows 7. These files can be stored on X, W, U, or T (your personal user folder).

Access Network Drives

1. Open an Explorer window using one of the following methods:
 - On your Windows desktop, double-click the **Computer** icon:

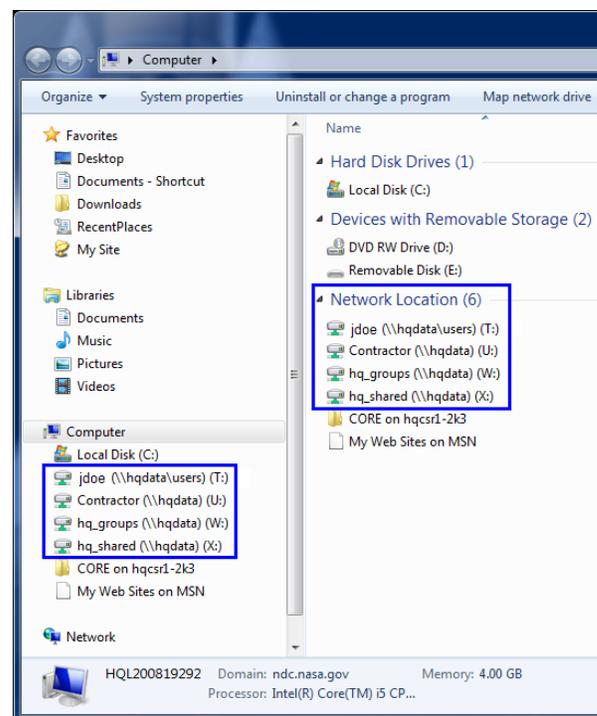


- Press the Windows key + E

An explorer window appears.

2. Click on the drive that contains the item (folder, file, etc.) that you want.

If the drive you want does not appear, follow the steps in the [If Drives Do Not Appear](#) section.
3. Navigate through the listing on the right-hand side until you've located the item.

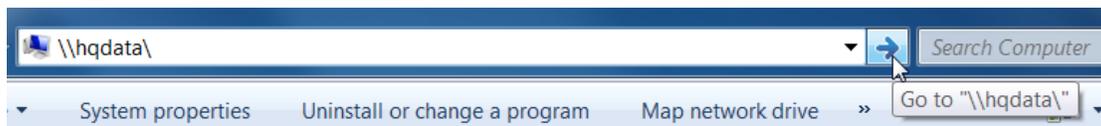


Your explorer window may look different from the one pictured above depending on how yours is arranged. In the image above, the network drives are indicated with a blue box. When you click on one of the shared drives from the blue box on the left side of the window, the files/folders for that drive display on the right side.

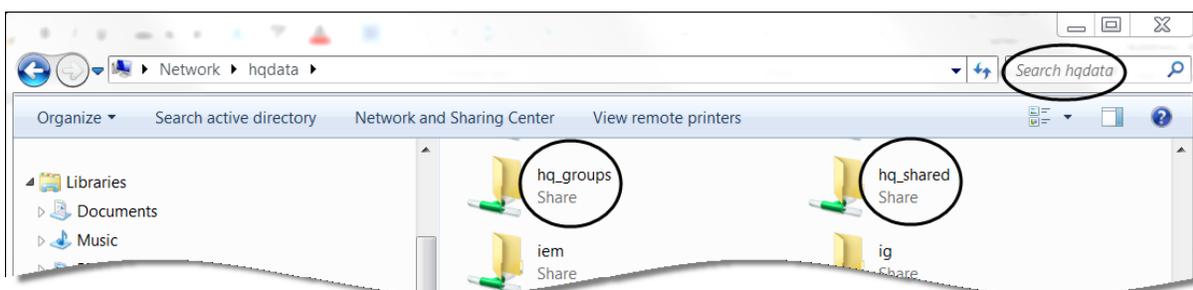
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If Drives Do Not Appear

1. In the **Address** field of the Computer window, type the following: `\\hqdata\`
2. Click the **Go to** arrow as shown below.



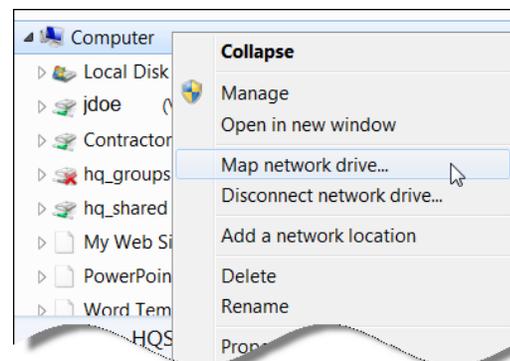
3. Browse to the location of the desired file(s).



Map a Network Drive

A new computer comes with your network drives already mapped. However, there may be times when you may want to map a drive to a different drive. For example, if you are working on a special project, you may have to request access to a shared drive in IdMAX. If you change organizations, you will need access to the shared drive for that organization. Once you receive confirmation that you have access to the shared drive, you must map a drive in order to view it. The steps below describe how to map a drive, as well as how to send information from one drive to another.

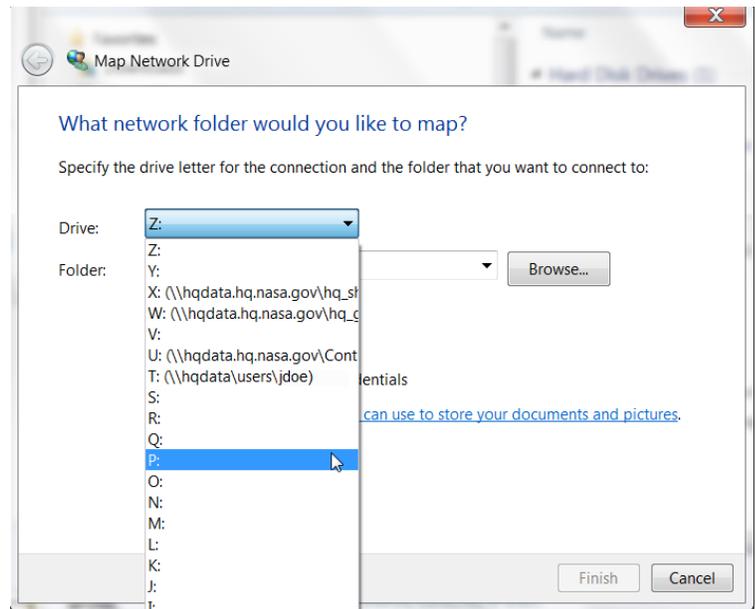
1. Open an Internet Explorer window | Highlight **Computer** | Right-click and select **Map network drive...**



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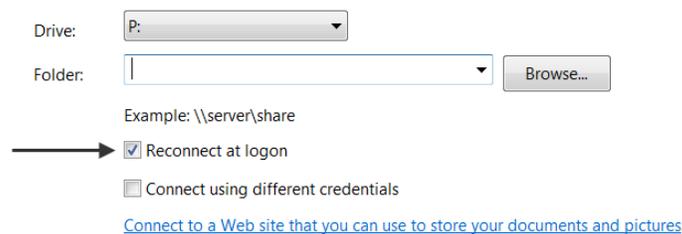
- From the **Drive:** menu, select an available letter for the new drive.

The letter you pick does NOT have to be the same as someone else who is mapped to the same drive.



- Next to **Folder:** do one of the following:

- If you know the location, browse to the location you want to connect to.
- If you have been given the server name, enter it using this exact format: [\\server\share](#)



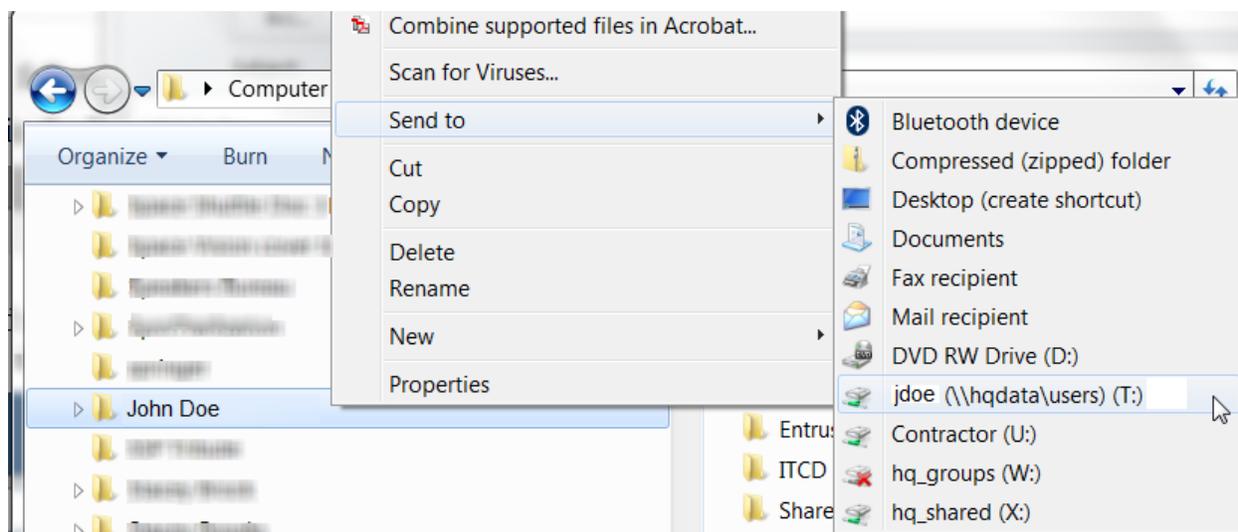
- Ensure there is a check mark next to **Reconnect at login.**
- Click **Finish.**

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Send Information to Different Network Drive

If you determine that some information in a shared drive belongs in a different drive:

Highlight the folder | Right-click | Select which drive you would like to send it to.



For assistance, contact the Enterprise Service Desk (ESD): Submit a ticket online at esd.nasa.gov, or call 358-HELP (4357) or 1-866-4NASAHQ (462-7247).

*This document is posted on the ITCD Web site at:
<http://itcd.hq.nasa.gov/instructions.html>*