

## UDRIVE - QUICK GUIDE

### WHAT IS THE UDRIVE?

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The UDrive is a document/file container that provides limited disk space for campus faculty, staff, and students to store coursework, work files, and research documentation, etc. For instructions on mapping the UDrive, please locate your operating system and follow the indicated steps:

#### *Mapping the UDrive – PC Users*

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The UDrive is a document/file container that provides limited disk space for campus faculty, staff, and students to store coursework, work files, and research documentation, etc. For instructions on mapping the UDrive, please locate your operating system and follow the indicated steps:

1. Right-click the **My Computer** icon on your desktop and select **Map Network Drive**.
2. The **Map Network Drive** window appears.



3. In the **Drive** box, select the down arrow and select the **U:** drive from the list of available drive names for the drop down menu. The default drive is **Z:**.
4. Select the **Folder** text box and type **\\udrive\xxxx** where the **xxxx** is your CSUN user ID, such as **jsmith**.

5. Select **Finish**.
  
6. A window listing your files and folders will be displayed in the **My Computer** window. You may copy, move, and delete files to and from this drive, the same way you use any window on your PC.
  
7. The title bar of this window reads something like **xxxx on UDrive@CSUN (UDrive) (U:)** where **xxxx** is your CSUN user ID. This window displays the **My Computer** component of Windows. In fact, most of its features are the same as those in My Computer. It may also be used in Windows Explorer view mode.

The first time you access the UDrive, you will see the files that currently reside in your campus account. Many of these files may not be familiar to you. Never delete files with which you are unfamiliar, as they may cause problems with your account. Ignore these files and simply use the drive to copy, move, organize and navigate through your files, folders and drives.

**NOTE:** To access the UDrive the first time, you may be required to change your CSUN password. To change your CSUN password, visit <http://www.csun.edu/it/helpdesk/outages/accounts.html>. Your UDrive will be recognized. This only needs to be done once.

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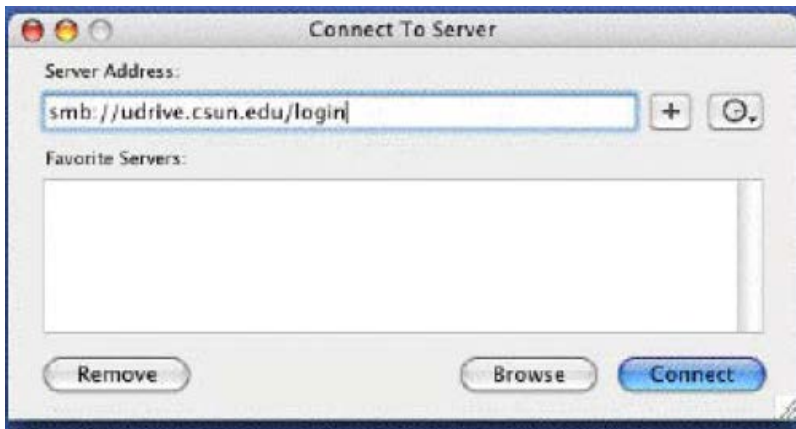
### **Mapping the UDrive – Mac Users**

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1. From the **Go** menu on the blue apple menu bar at the top of the display, choose **Connect to Server**.



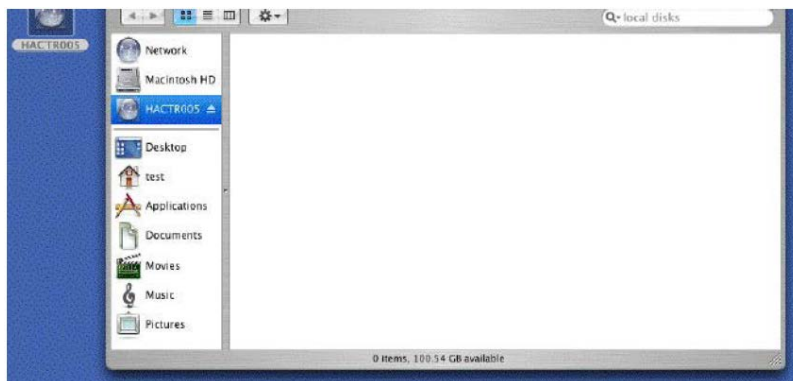
2. In the **Connect to Server** window, type in the location of the account that you wish to map. The correct format for the path is **smb://udrive.csun.edu/xxxx** where "xxxx" is your CSUN User ID.
  
3. Select the **Connect** button.



4. In the **Authentication** window, leave the **Workgroup/Domain** box blank. Type in your CSUN **User ID** and **Password** in the boxes indicated.
5. Then select the **OK** button.



6. The icon for your UDrive will appear on your desktop. Double-click on the icon to open and view the contents.



The first time you access the UDrive, you will see the files that currently reside in your campus account. Many of these files may not be familiar to you. Never delete files you are not familiar with as they may be necessary to maintain your account. Ignore these files and simply use the drive to copy, move, organize and navigate through your files, folders and drives.

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## **NEED HELP?**

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If you have questions, contact the IT Help Center by phone (818-677-1400), or online at (<http://techsupport.csun.edu>).