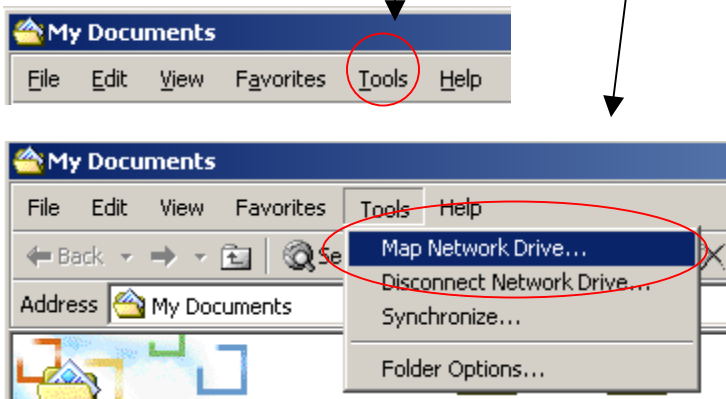


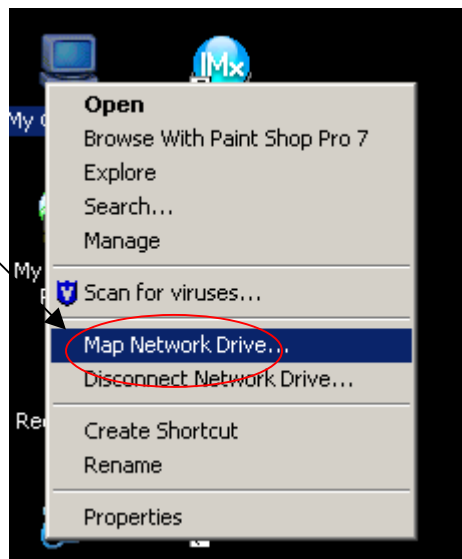
How-To map to UHHL drive

If you would like to access your virtual drive (Z:) provided with your UHHL account, please follow these steps:

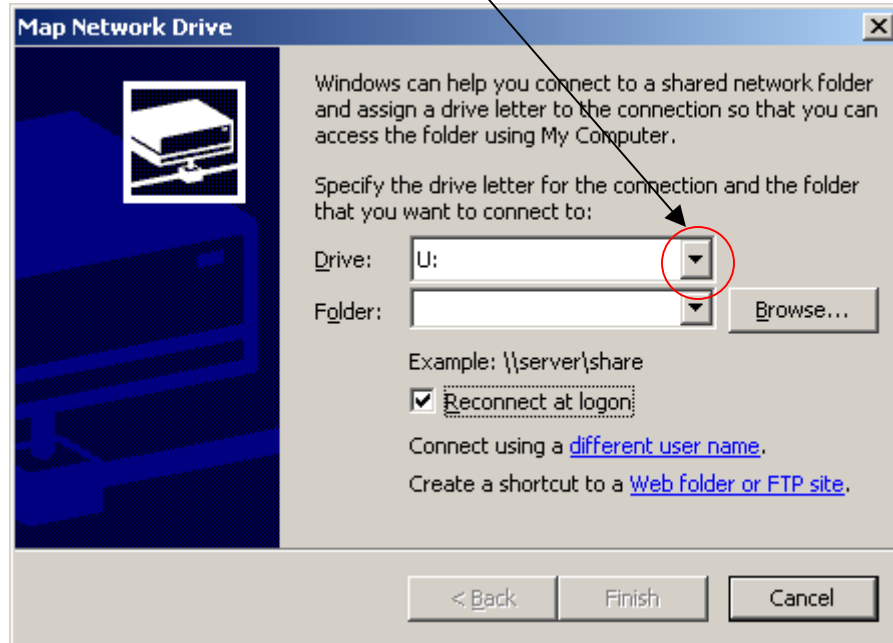
1. In Windows Explorer click **Tools-->Map Network Drive** to open the Map Network Drive dialog box.



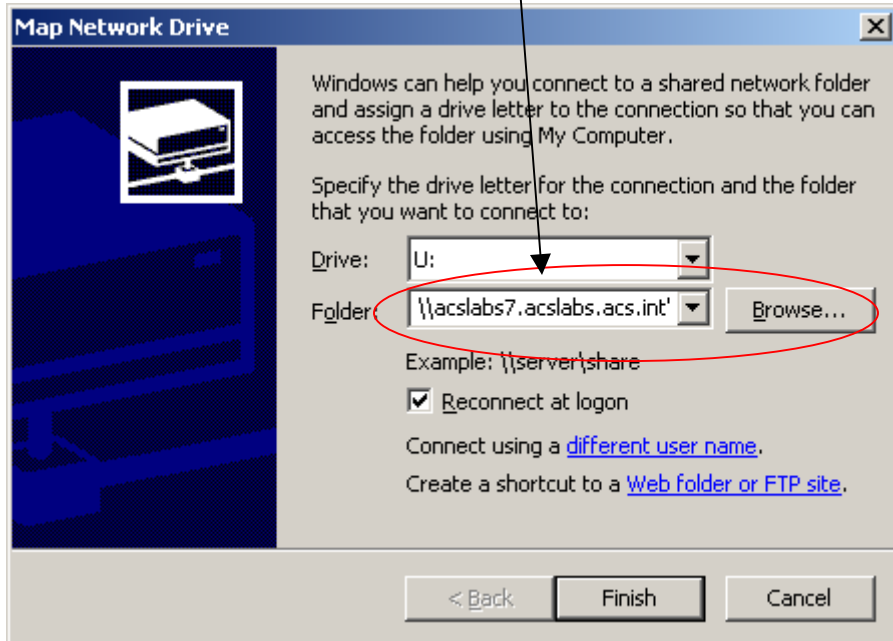
Another way to do this is by right clicking the **My Computer** icon on your desktop.



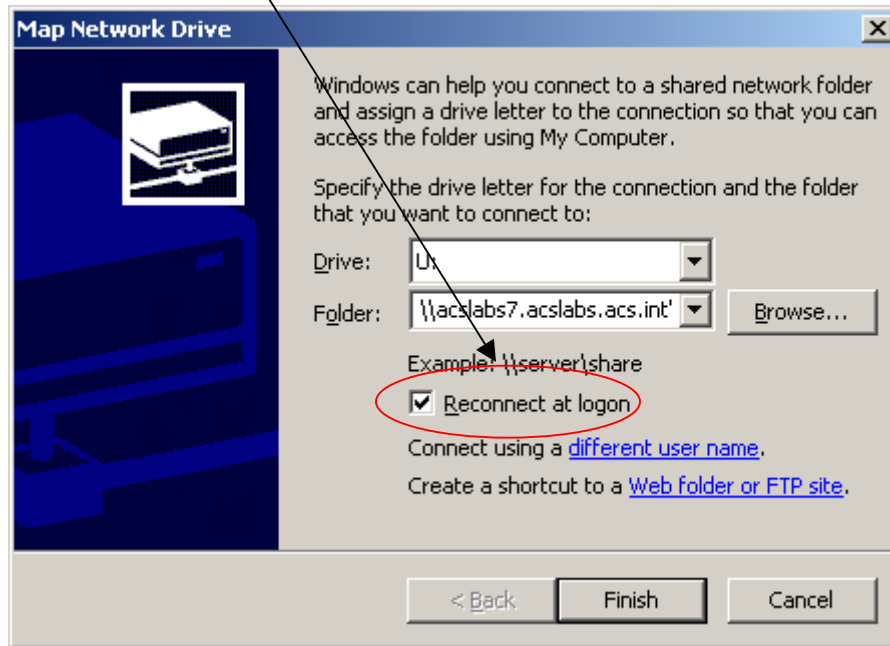
2. Click the *Drive:* drop-down list button and select the drive letter you want to assign to the virtual drive (Since using your GIS account you already have a Z: drive mapped, you need to call your UHHL Z: drive something else; U: is a good choice, since it is not mapped to anything else).



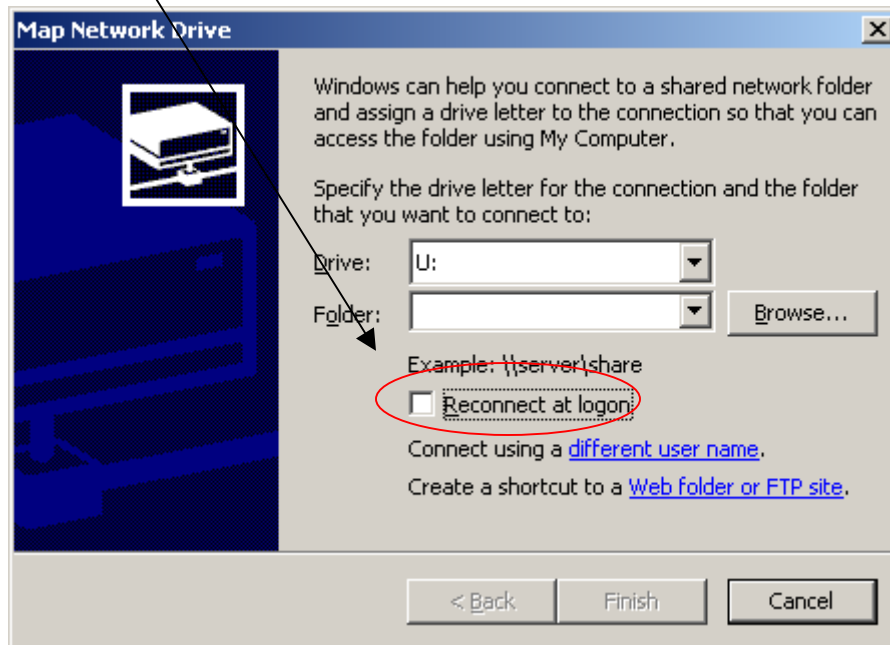
3. Type the path to your UHHL folder on the network drive in the *Folder:* text box. The path is `\\acslabs7.acslabs.acs.int\dfsroot\studenthomes\uhhlhome\UHHLnnnn`.



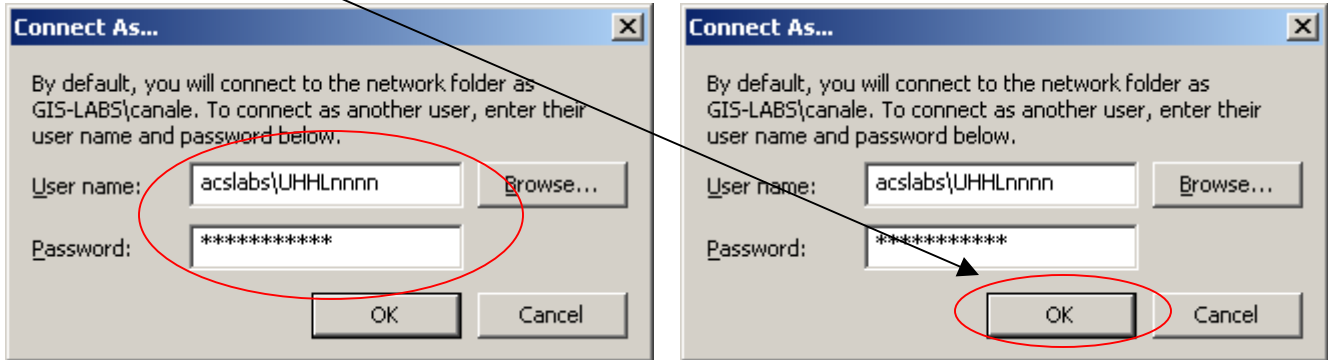
4. If you want Windows to recreate this virtual drive designation for the selected network folder each time that you start and log on to your computer, leave the check mark in the *Reconnect at logon* check box.



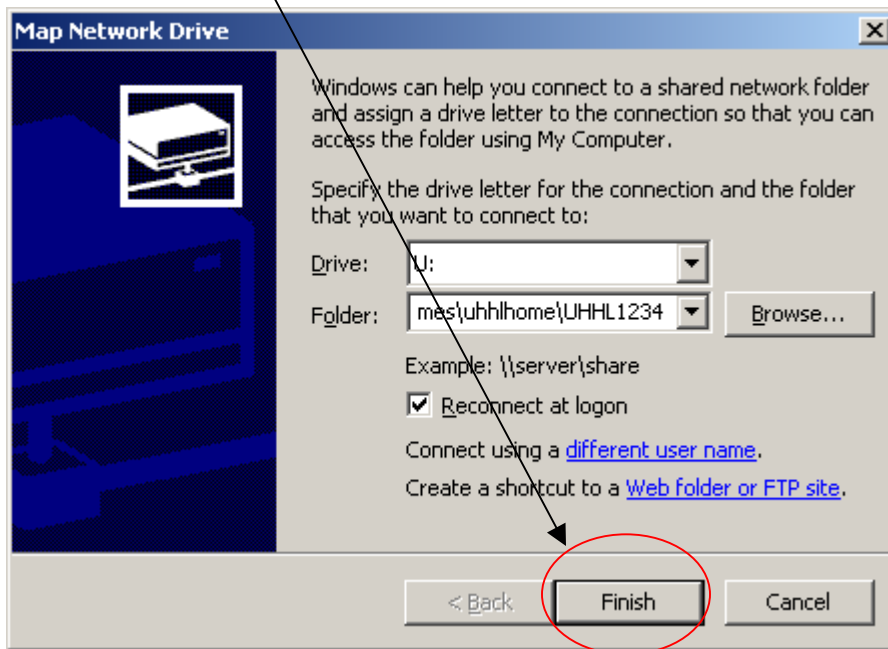
If you only want to use this drive designation during the current work session, click the *Reconnect at logon* check box to remove the check mark.



5. If you're mapping the network drive for someone else who uses a logon different from your own, click the [Different User Name](#) hyperlink and enter the user name and password in the specified text boxes in the *Connect As* dialog box before you click **OK**.



6. Click the **Finish** button in the *Map Network Drive* dialog box to close it and return to the *My Computer* window.



After mapping a network folder onto a virtual drive, you can redisplay the contents in the *My Computer* window by double-clicking that drive icon.