

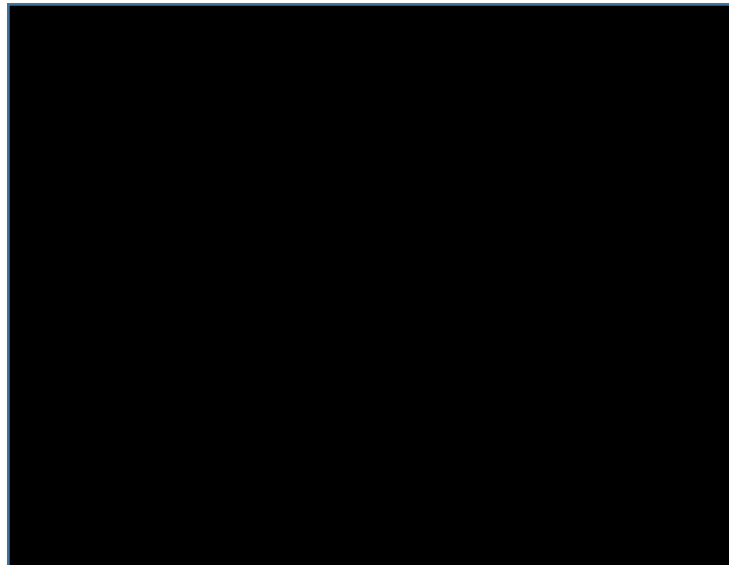


File History

1. Click **H:** (C:\Users\<username>) in the left pane.
2. Click **File History** in the right pane. **1. Start File History** (if you have not already done so).
<button>> (File History) <button>> (File History) <button>> (File History).
3. The File History icon is visible in the right pane.
4. Click **File History**.



5. Enter `<username>` in the **ID** field. (Note: The ID field is labeled `username@odu.edu`.)



6. Click **File History**.
7. Click **H:** (C:\Users\<username>).



1. Click on the **D** icon in the left-hand pane of the File Explorer window.

2. Click on the **J:** drive in the right-hand pane of the File Explorer window.

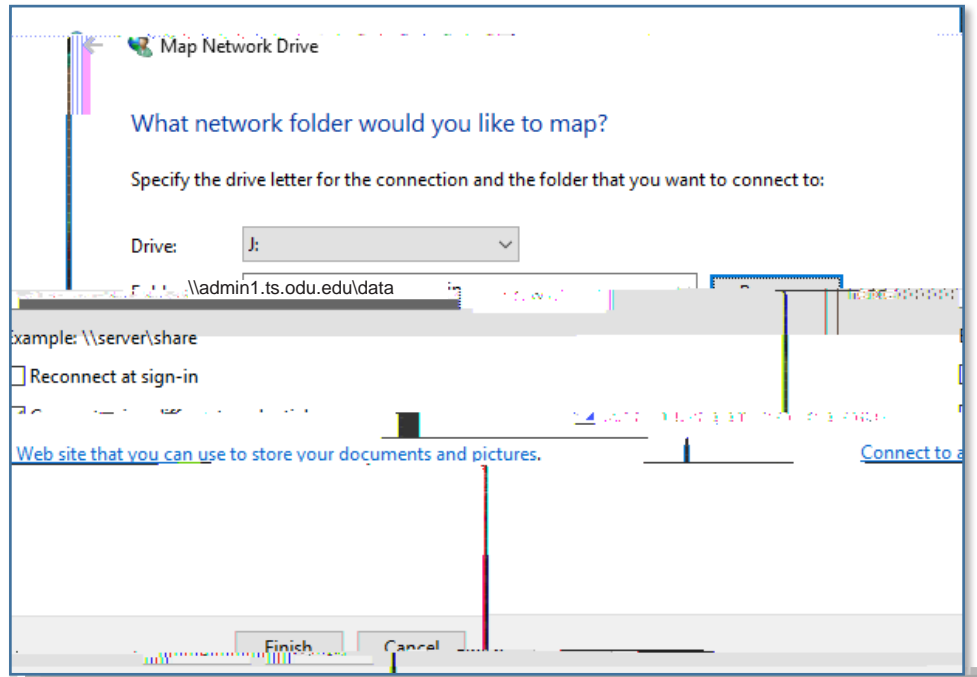
3. Click on the **F** icon in the left-hand pane of the File Explorer window.

4. Click on the **F** icon in the right-hand pane of the File Explorer window.

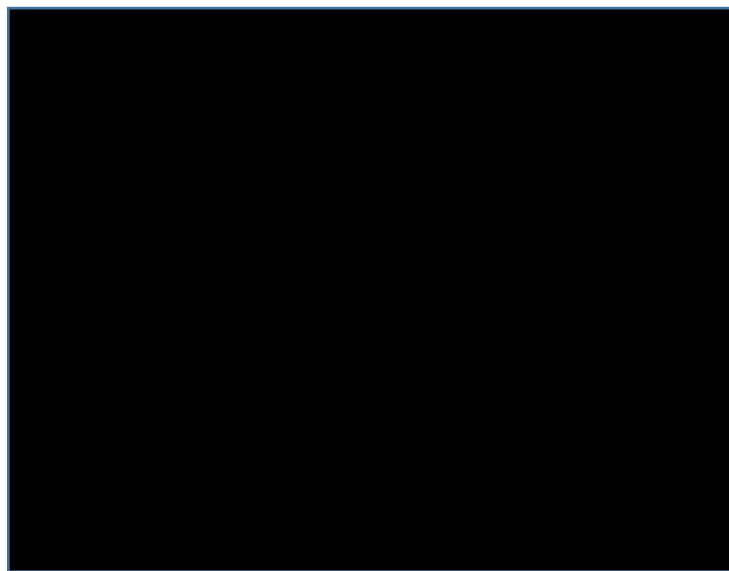
5. Click on the **F** icon in the left-hand pane of the File Explorer window.

6. Click on the **F** icon in the right-hand pane of the File Explorer window.

7. Click on the **F** icon in the left-hand pane of the File Explorer window.



5. Enter the user ID (N :T) (username@odu.edu.)



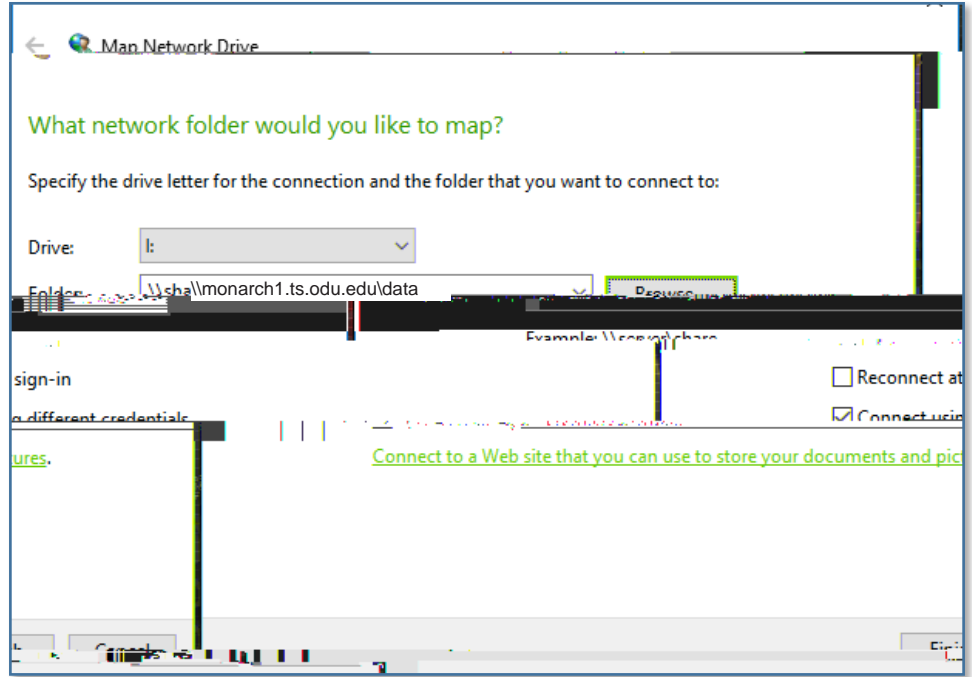
6. Click on the **F** icon in the left-hand pane of the File Explorer window.

7. Click on the **F** icon in the right-hand pane of the File Explorer window.



How to Map a Network Drive (I:)

1. Double-click on the drive letter (I:).
2. Select the drive letter (I:) and click on the "1. Connect to" button.
3. The "Map Network Drive" dialog box will appear.
4. Click on the "1. Connect to" button.



5. Enter the server name and ID (NOT your email address, *username@odu.edu*).



6. Click on the "1. Connect to" button.
7. The drive letter (I:) will be assigned to the network drive.