Windows 7 –
Faculty/Staff I-drive

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1. From the Desktop menu, click on **Start** and then select **Computer**.

2. Select **Map Network Drive**.
3. Enter in the drive path to be mapped “\cobshares.uccob.uc.edu\home$\Central Login Username (6+2)” and select Finish. See the example below.

Note – Please pay careful attention to the structure of the drive path making sure that you use \ and then the full domain path for cobshares.uccob.uc.edu.
4. If the following window appears, enter in your **Central Login Username (6+2)** and **Password** and select **OK**. Also, check **Remember my credentials**.

5. The path should now be available.