

Remote Access to the J: drive

The J: drive can be accessed remotely by mapping it to a network location on your computer. The following instructions apply to mapping it within Windows 7 and Windows 10.

Windows 7

1. Click on the Windows logo to open the **Start Menu**
2. Click on **Computer**
3. Right click in the white space in the right pane
4. Click on **Add a Network Location** in the drop down menu
5. Click **Next**
6. Click **Choose a custom network location** and then **Next**
7. Type <http://lubclasses.business.uwm.edu/jdrive> in **Internet or network address box**
8. **User Name:** *business\LubarUserID* (supplied to you by your instructor)
9. **Password:** *LubarPassword* (supplied to you by your instructor)
10. Label the **Network Location**
11. Click **Finish**

Windows 10

1. Click on the Windows logo to open the **Start Menu**
2. Click on **Windows Explorer**
3. Click on **This PC** in the left pane
4. Right click on the white space in the right pane
5. Click on **Add a Network Location** in the drop down menu
6. Click **Next**
7. Click **Choose a custom network location** and then **Next**
8. Type <http://lubclasses.business.uwm.edu/jdrive> in **Internet or network address box**
9. **User Name:** *business\LubarUserID* (supplied to you by your instructor)
10. **Password:** *LubarPassword* (supplied to you by your instructor)
11. Label the **Network Location**
12. Click **Finish**