

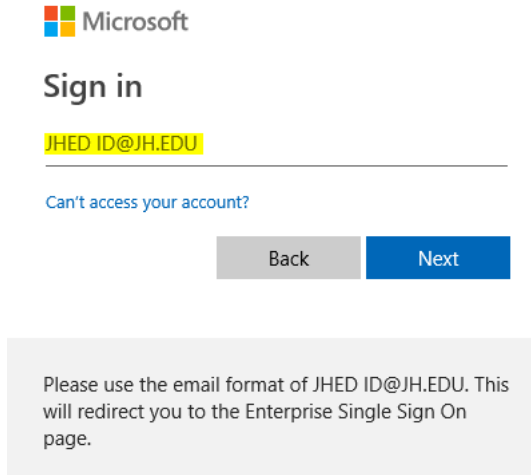


### Mapping a drive with OneDrive for PCs.

1. Use Internet Explorer to log in to OneDrive:

[https://livejohnshopkins-my.sharepoint.com/personal/JHEDID\\_jh\\_edu/Documents](https://livejohnshopkins-my.sharepoint.com/personal/JHEDID_jh_edu/Documents)

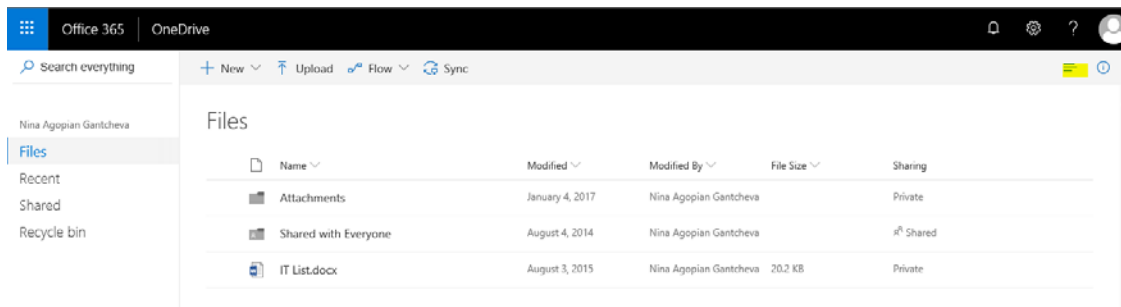
When prompted enter your JHED credentials as shown:



2. Log in again at the Hopkins sign on page:

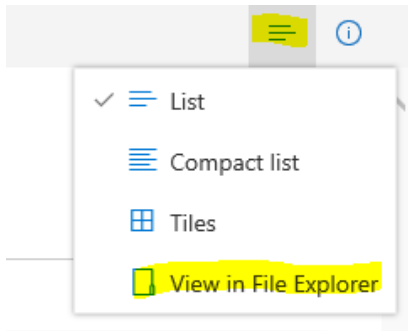


You will see your OneDrive Files if any:

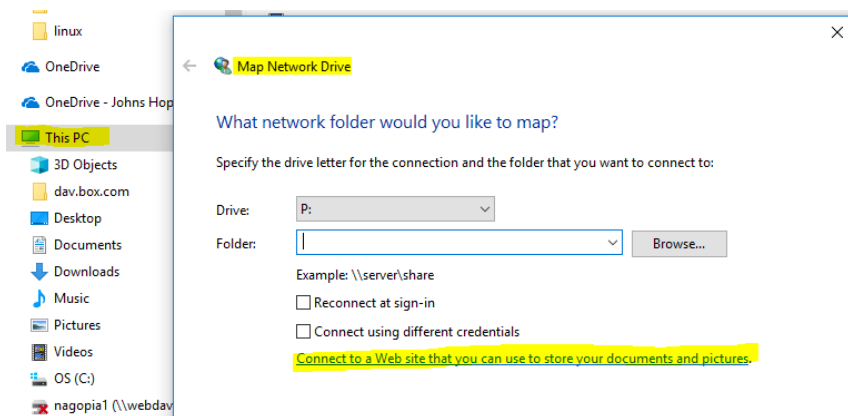




3. Click on the tree icon in the top right corner and choose "View in File Explorer".

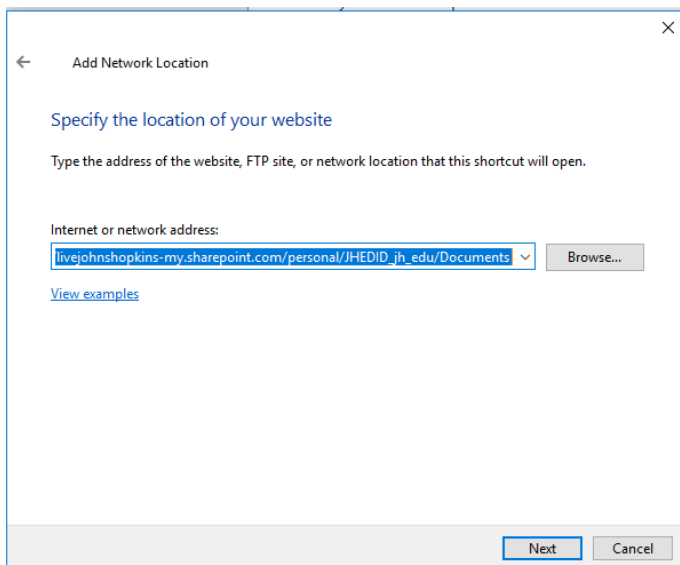


4. Right click on "This PC" and choose "Map network Drive". Click on "Connect to a Web site...", and choose "next" twice.



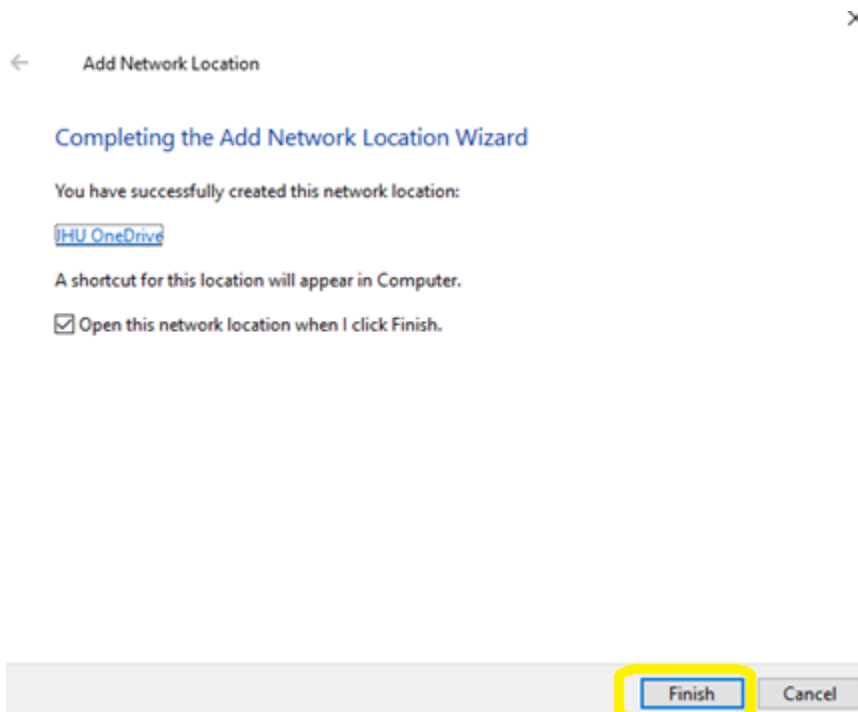
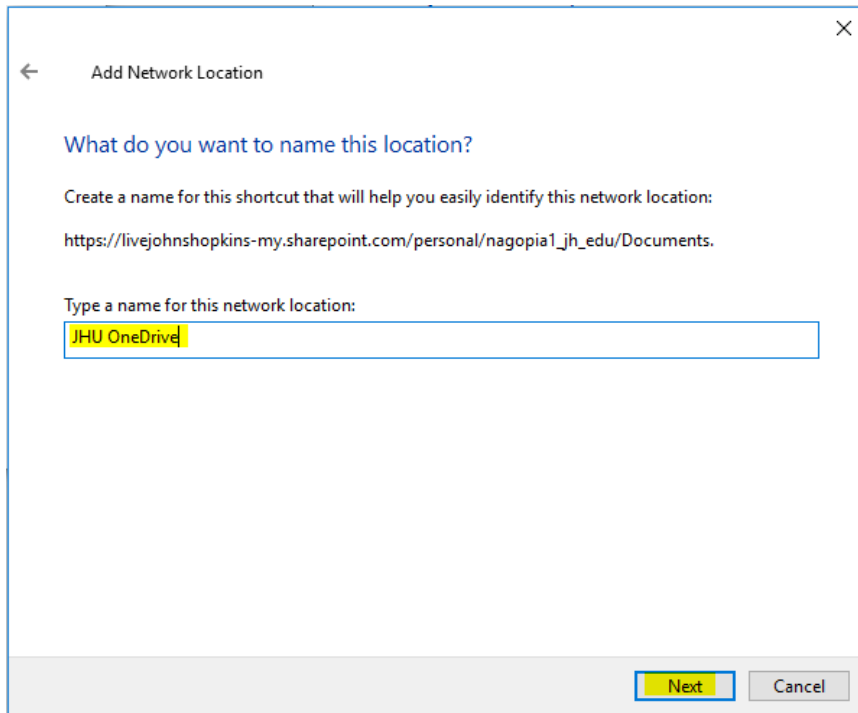
5. In the next screen enter the link from above:

[https://livejohnshopkins-my.sharepoint.com/personal/JHEDID\\_jh\\_edu/Documents](https://livejohnshopkins-my.sharepoint.com/personal/JHEDID_jh_edu/Documents)





6. Enter a name for the network location and then next. Click “Finish” at the next screen.





7. You should be able to see the shortcut for your OneDrive folder under “This PC”, along with your other network locations.

