



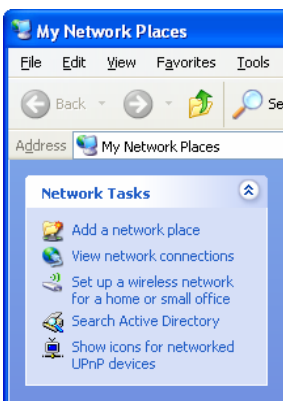
(Access to Network Drives through My Network Places)

Access to myFILES files through My Network Places

Access to your network documents is available via your favorite Internet Browser as well as by adding a Network Place within My Network Places. My Network Places will allow you to access your network documents directly without having to “Download/Upload” them as you do through a web browser. To do this, perform the following steps.

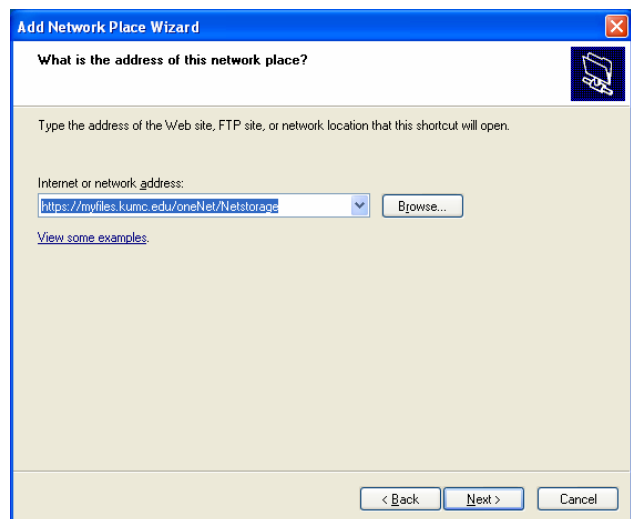
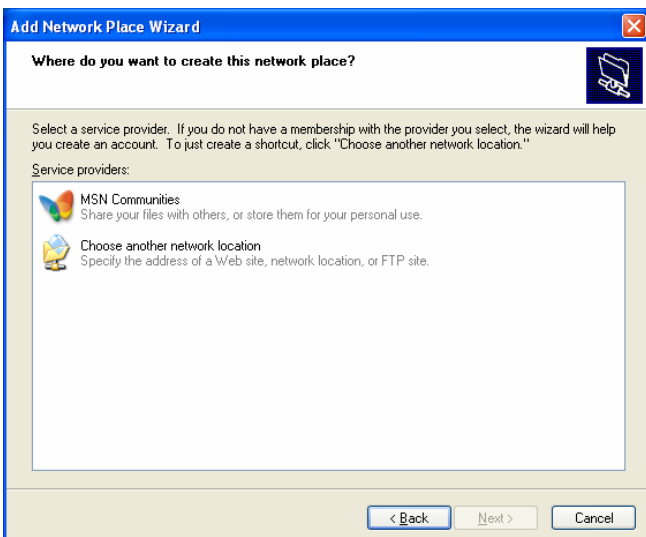


Open up My Network Places by double-clicking on the desktop icon. If the icon is not on the desktop, you may also access it by clicking on the Start menu and then single-clicking the My Network Places option.

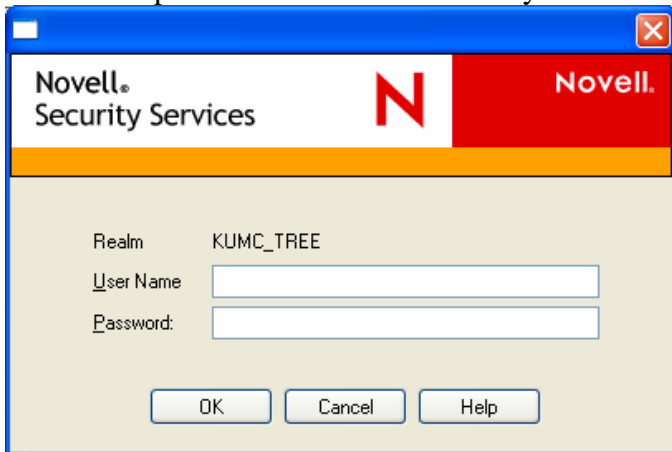


After opening My Network Places, choose Add a network place.

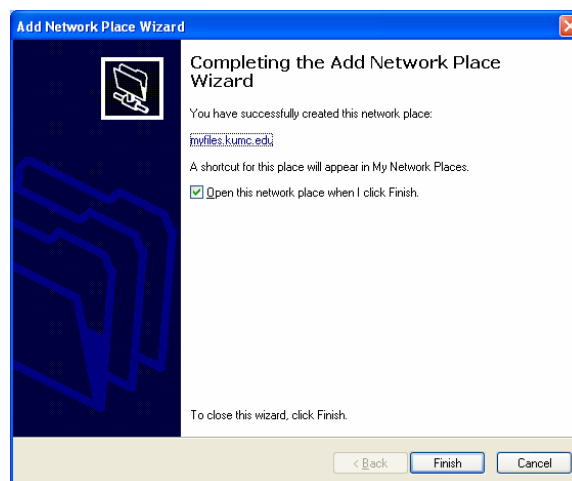
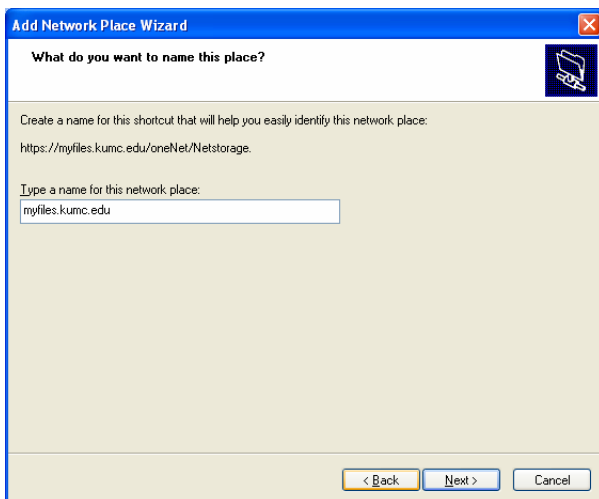
Select **Next** on the initial Add a network place screen. Next, select the **Choose another network location** from the select a provider window. Type in <https://myfiles.kumc.edu/oneNet/NetStorage> as the address of the network location and then press **Next**.



Once the location has been entered you will be prompted for your network user id and password. Your network user id and password is the same id that you use to login to your work pc, the my.kumc.edu portal, and VPN.

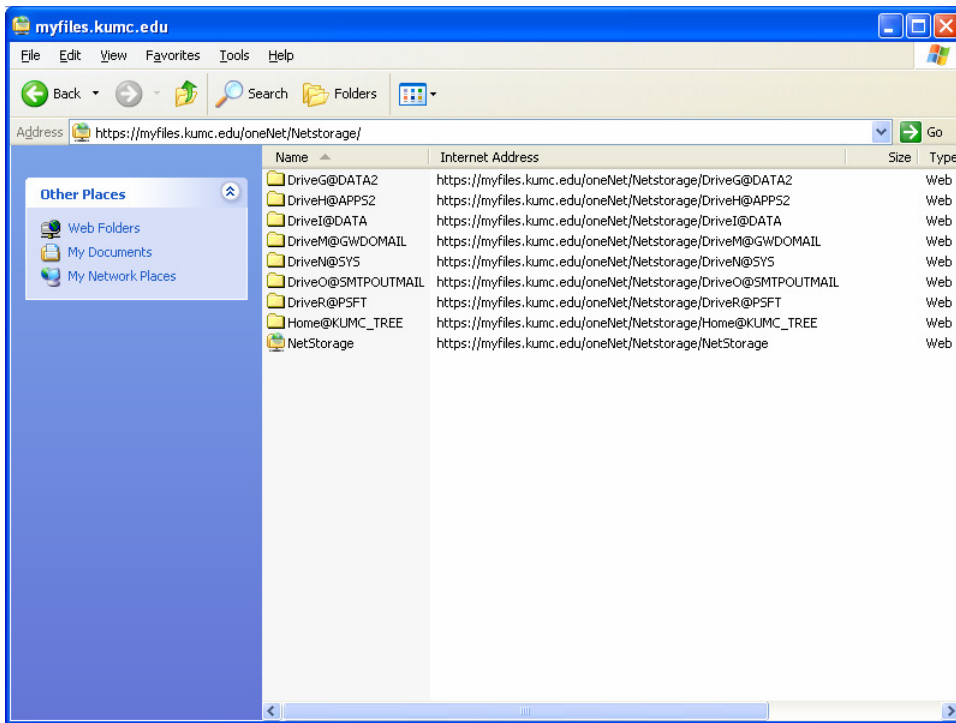


After authenticating, you will be prompted for a name for the network place. Anything can be entered here, although we suggest that you enter something that is descriptive such as My Network Storage, myfiles.kumc.edu, etc... Click on Next after entering the name of the network place and then Finish to complete the Add Network Place Wizard.



At this point, you will now see a network place with the name you gave in the last step. The network place will be listed until you delete it, so going through the previous steps (other than authenticating) will not be necessary.

You may now access your network files by opening My Network Places and then double click on the name of the network place that you created.



Find the file you want to access by double-clicking on the folder names until you get to the specific file or folder you want to work with. At this point you may open, delete, modify or copy files directly from the server. After opening a document directly from the network place, it will automatically save it back to the server whenever you choose Save from your application. You may also drag-and-drop files to/from the server.