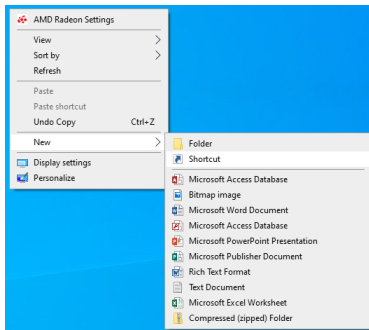


Before you begin you will need to be connected to Pulse Secure VPN. Go to:

<https://www.nvc.vt.edu/About-NVC/Information-Services.html> for instructions on using the Pulse Secure VPN.



Connecting to the G or H Drive

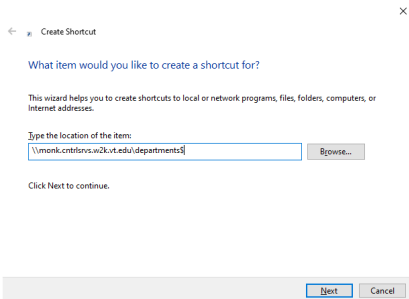
1. Right Click on an empty area of the desktop.
2. On the menu that appears, select “New”.
3. Then select “Shortcut”.
4. In the text box labeled “Type the location of the item:” type in:

To connect to the G Drive, type in:

\\monk.cntrlsrvs.w2k.vt.edu\departments\$

To connect to the H Drive, type in:

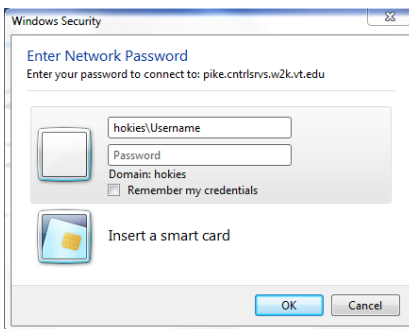
\\monk.cntrlsrvs.w2k.vt.edu\users\$\Your VT PID



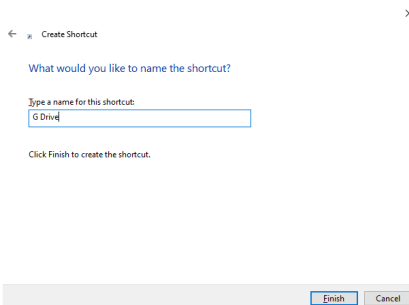
5. Click on the “Next” button.
6. After about 30 to 60 seconds you will be prompted to enter a username and password. Type in:

Username: hokies\your VT PID

Password: Your Hokies Password



7. Click on the **OK** button.
8. You will be asked to name your shortcut, to keep things simple type in either **G Drive** -or- **H Drive** based on what drive your connecting to.
9. Click “Finish”



10. A shortcut will then be placed on your desktop like the one shown on the left.

11. If you need to connect to another drive, repeat these instructions.

