

# Accessing Your Siena Heights Network Drive



## What is my "Network Drive"?

Your network drive is where your files save to when using a computer on campus. You can access these documents and files from any computer at any time. You can even access the files between Mac and Windows devices!




## Log In to Your Account

Sign into an on-campus computer. You can log into any desktop device on campus, including Windows and Macintosh machines.




## Access Your Files (Windows Only)

Once signed in to the computer, click on the **File Explorer**  icon on the bottom taskbar. Double-click on the H: drive (*shows up as Username (H:)*). You're done! Anything saved or placed on your desktop on any Windows machine will be in the "Desktop" folder.



## Access Your Files (Mac Only)

Once signed in, click on the **Network Home**  icon on the dock. You're done! To access files across devices, you'll need to manually save files to this folder when on a Mac.