UniDrive on Windows 7

**Step one**
Press the **Start** (Windows Logo) button then click on ‘**Computer**’.

Click on ‘**Map Network Drive**’ at the top of the window.

**Step two**
Click on the drop down menu next to ‘**Drive**’ - this will produce a list of the Drive letters you can choose from.

**NOTE:** Usually a ‘**Home**’ drive (like your Student Network Folder) would be given the letter ‘**H:**’, and a **shared** area (like any other folders you’ve been given access to) would be given the letter ‘**S:**’ If those letters are available, use them here.

**Step three**
In the ‘**Folder**’ field, enter the URL of the server you wish to connect to:

For your **Student Network Folder** use:
- [https://unidrive.uwa.edu.au/userhome](https://unidrive.uwa.edu.au/userhome)

For access to other shared folders use:
- [https://unidrive.uwa.edu.au/data](https://unidrive.uwa.edu.au/data)

Make sure ‘**Connect using different credentials**’ is ticked.

If you are using a personal computer, make sure the ‘**Reconnect at logon**’ box is ticked.

Select ‘**Finish**’.

Enter your credentials when prompted.
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**NOTE:** The **Username** is your **student number** (e.g. 12345678) and the **Password** is your **Pheme password**

If you are using a personal computer, make sure ‘Remember my credentials’ is ticked.

**NOTE:** This means that you (or anyone else using this device) will be able to access the contents of this folder without entering a password.

You are done!
The **Network Folder** will now launch.

Doesn’t work?
Try the following tips:

- Double-check your student number and Pheme password are correct and have not expired.
- Double-check you are correctly enrolled in at least one unit this semester.

Still doesn’t work? Help is available!
Contact the University Library:

**In person:** At the information desk in your subject library

**Self-service or email:**

**Telephone numbers at:**
[www.is.uwa.edu.au/contact](http://www.is.uwa.edu.au/contact)

You can navigate to it through ‘Computer’.