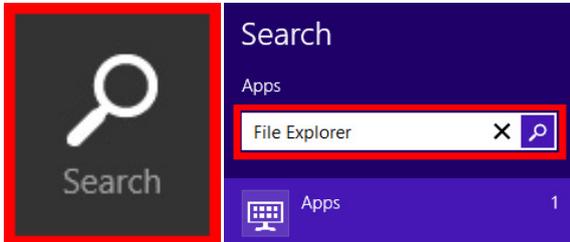




## UniDrive on Windows 8

### Step one

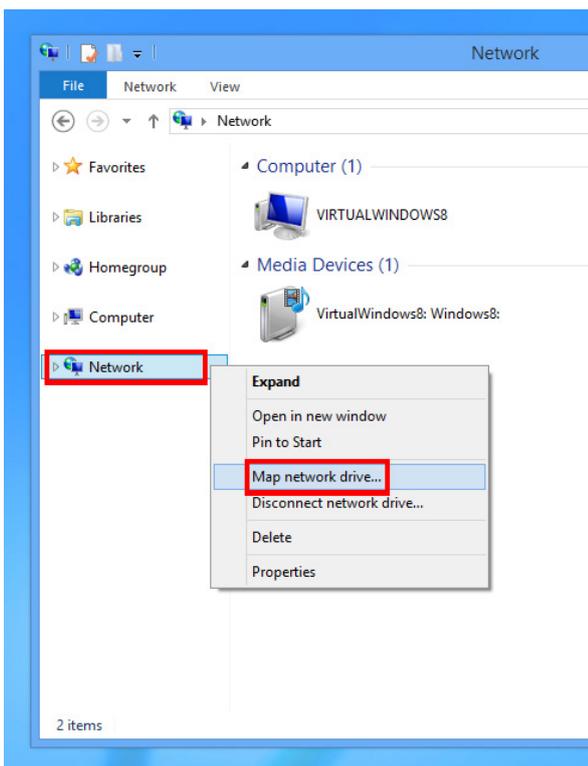
Open **File Explorer** by moving your mouse to the top right hand corner of screen and selecting **Search** from the menu that appears.



In **Search** type '**File Explorer**'.

### Step two

Right-click on '**Network**' and select '**Map Network Drive...**'



### Step three

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.

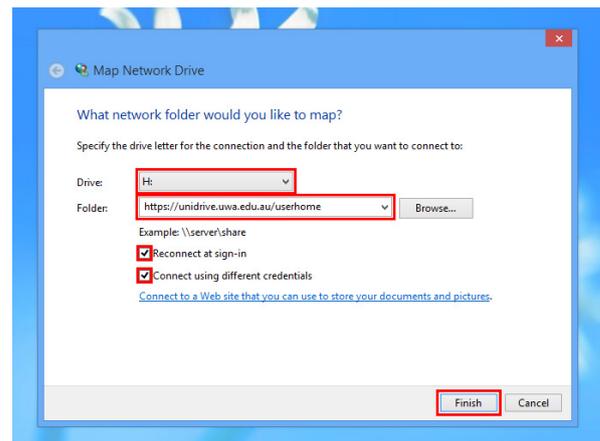
In the '**Folder**' field, enter the URL of the server you wish to connect to:

For your **Student Network Folder** use:  
❖ <https://unidrive.uwa.edu.au/userhome>

For access to other shared folders use:  
❖ <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**'.

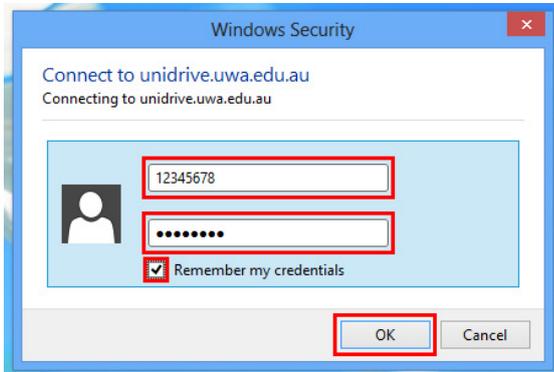
## UniDrive on Windows 8



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### Step four

Enter your credentials when prompted.



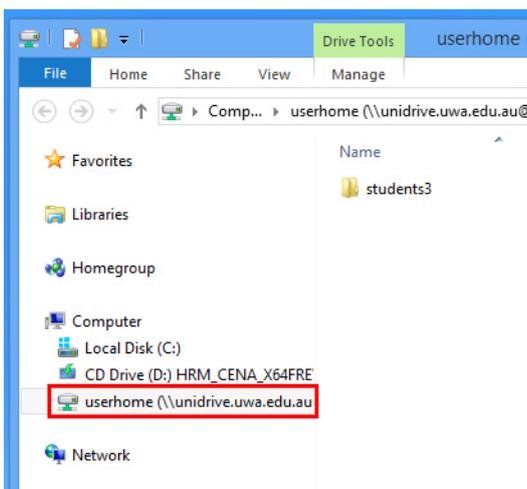
**NOTE:** The **Username** is your **student number** (eg. 12345678) and the **Password** is your **PHEME password**.

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.



You can navigate to it through **File Explorer** and will be located in the **Computer** folder.

### 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:** [www.uwa.edu.au/askuwa](http://www.uwa.edu.au/askuwa)

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