

## Manually Connecting to SOM Shares

Lionel Vennie - 2022-06-22 - Endpoint

The SOM Dean's Office provides a limited amount of secure data storage for all SOM departments. This data is backed up nightly and secured using folder permissions. When logging onto a SOMTech-supported Windows computer, users will be given a T: drive (Share drive) which houses department-shared data and a U: drive (Home drive) which is data that is not shared with other users.

### Manual Connections

If for some reason, on a SOM-supported Windows computer, the SOM Shares do not map automatically when you login - use the instructions below to manually map the drives.

If you are working from a personal computer - contact SOMTech and we can investigate configuring remote access to a SOM computer to ensure data security.

### Windows PCs

For Windows 10 PCs, please follow these steps to establish a connection:

1. Click the **Start** button.
2. Begin typing **This PC** and wait for the results  
(NOTE: If manually mapping on a VCU Health computer - it may rename This PC to match your VCU Health username, look for the icon on your desktop instead)