



Accessing M: Drive Remotely

Introduction

This document provides the following information:

- How to access your m: drive from any computer with an internet connection.
- How to download and upload from and to the M: drive

How to access your m: drive from any computer with an internet connection

To access you M: drive use the following link:

https://ksgprint.harvard.edu/oneNet/Netstorage/MDrive%40KSG_TREE

From there a log in screen will pop up.



You need to configure your username in the following way:

.username.students.ksg

For instance if your name was Trot Nixon, your log in would be tnixon.students.ksg

Your password is your novell password. Your novell password is the password you use to log into computers at the KSG.

Downloading from M: Drive

Double click open the document you wish to view, or you may single click an item to highlight it, then from the pulldown menu select file → download.

Uploading to M: Drive

To upload a document Select file → upload. Then browse to the document you wish to upload.