

Home Directories at Evergreen

Home directories are spaces on Evergreen's network where you can store up to 100MB of personal information related to your work or studies at evergreen. Need a secure reliable space to store your data? To start using your home directory you must first request one at: my.evergreen.edu

Home directories can be accessed from both on and off-campus in a variety of ways:

On Campus

Windows users

1. Log onto the computer with your Evergreen login and password
2. Open **My Computer** and double-click on your H: drive

Macintosh users

OS X

1. From the Finder select **Go > Connect to Server**
2. In the Server Address field type the correct server name:
Faculty/Staff = **files.evergreen.edu**
Students = **studentfiles.evergreen.edu**
3. Locate the folder with the first letter of your login then your login

OS 9

1. Open the **Chooser**
2. click on the **Appleshare Icon**
3. click on the **Server by IP**
4. type in the correct server name:
Faculty/Staff = **files.evergreen.edu**
Students = **studentfiles.evergreen.edu**
5. Locate the folder with the first letter of your login then your login

Off Campus (will work on campus as well)

View and download only

In any browser navigate to the one of the following URLs

Faculty/Staff = <https://files.evergreen.edu>

Students = <https://studentfiles.evergreen.edu>

Download and Upload (save)

Windows 2000 or later ONLY

Map a virtual network share

1. Open **My Network Places**
2. Double click on **Add Network Place**
3. Type in the server URL plus the directories
Example: <https://studentfiles.evergreen.edu/x/xuser>
Where **x** is the first letter of your evergreen login and **xuser** is your Evergreen login
4. Login at the prompt
5. Click **Finish**

