

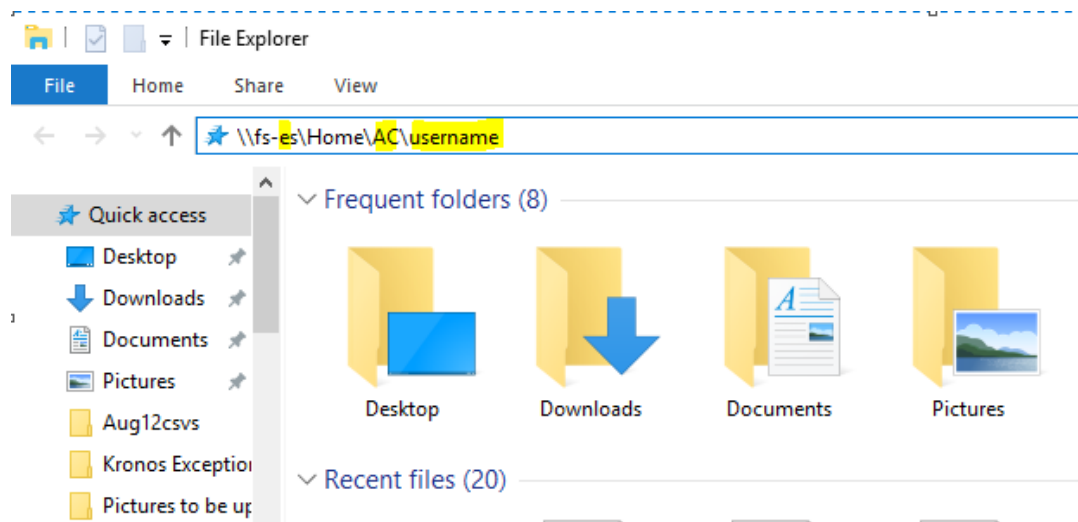
How to access H drive from Surface Pro

Alternatively, for the time being you can access your H drives like normal from any district desktop computer. From there you can transfer your H drive files to your OneDrive page via a web browser.

Click the File Explorer icon in your Taskbar



In the address bar you'll need to type a path that matches both your building and includes your username. For example, my H drive path would be `\\fs-adm-ae\Home\jmiller`. The fs-adm-ae referring to the building I work in (administrative/alt ed) and then jmiller being my username.



Once you type in your correct path you'll hit Enter and then your H drive contents should appear in the open File Explorer Window. From here you can then sign into portal.office.com (Chrome is recommended for OneDrive file transfers), click your OneDrive tile, and then drag and drop your H drive contents to your OneDrive storage.

For **elementary buildings** you'll type `\\fs-es\Home\buildingabbreviation\username`. For example, John B. Smith at Arbor Creek would type `\\fs-es\Home\AC\jbsmith`

For **middle schools** you'll type `\\fs-ms\Home\buildingabbreviation\username`. For example, John B. Smith at Santa Fe Trail would type `\\fs-ms\Home\SF\jbsmith`

For **high schools** you'll type `\\fs-hs\Home\buildingabbreviation\username`. For example, John B. Smith at Olathe South would type `\\fs-hs\Home\OS\jbsmith`

For **administration/alt ed buildings** such as CLC/EDC/IRC/FPC/OSC...etc you'll type `\\fs-adm-ae\Home\buildingabbreviation\username`. For example, John B. Smith at the IRC would type `\\fs-adm-ae\Home\IRC\jbsmith`.