

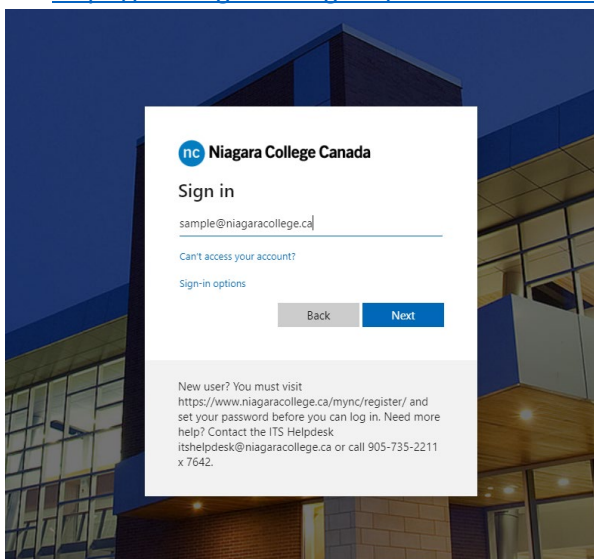
## Introduction

MyWorkDrive allows Niagara College employees to securely access shared department drives (N, G, I for example) while off campus. To access MyWorkDrive visit <https://remotedrives.niagaracollege.ca>

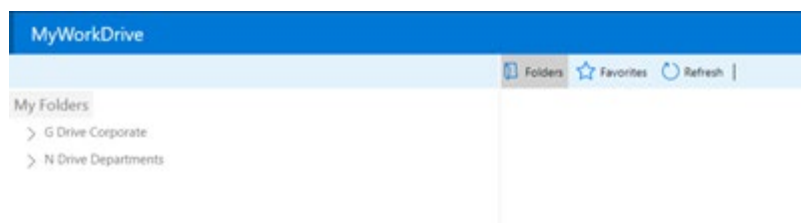
## Using MyWorkDrive

### Accessing

1. In a browser go to the link above and you will be presented with a familiar NC branded login page. **Enter your NC email address and password. Note:** while accessing this resource off campus, you will have to use Multifactor Authentication (MFA). For more details on MFA please see <https://its.niagaracollege.ca/multi-factor-authentication/>

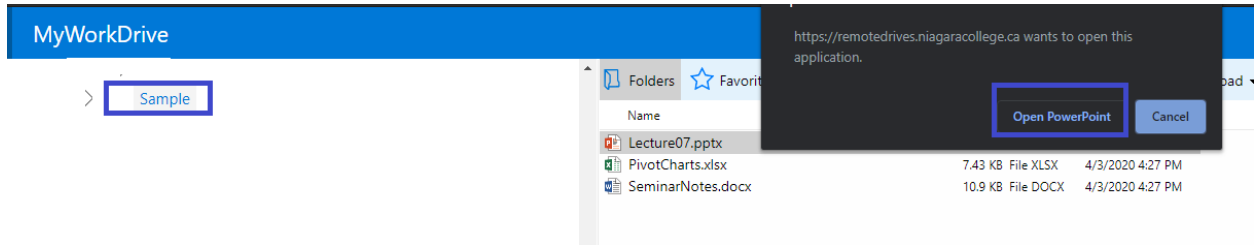


2. On the left-hand side, you'll see a list of shared resources. Expand these folders to access shared files.

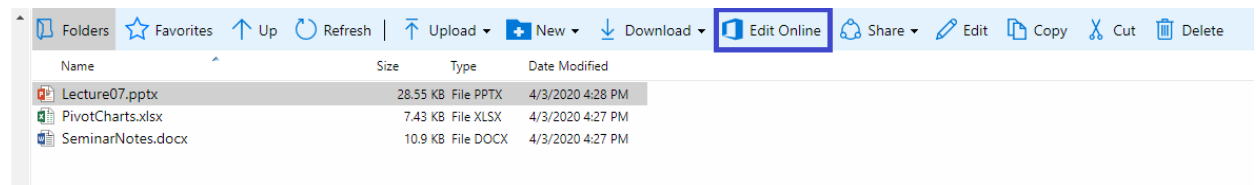


## Working with files

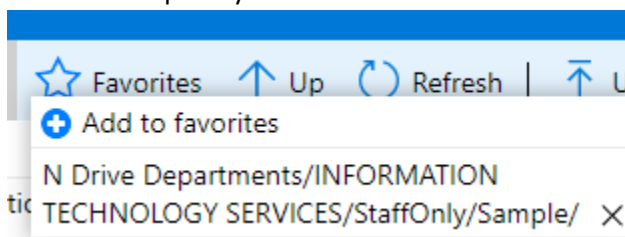
1. Double click the file. If you have appropriate application installed, the browser will prompt you to open it. In the example below it's prompting to use **Microsoft PowerPoint**. You can now work with the file. Each time you save the document it will be saved to the original location.



2. If you do not have Microsoft Office installed on the computer you are accessing MyWorkDrive with, click on the file you wish to edit and select **Edit Online**. This will open the file in **Microsoft Office 365**. All active NC employees have access to O365.



3. Using the top menu bar, you can create, delete and rename files and folders as you would normally in windows explorer. You can also upload and download files and folders from your local computer. Also, from this menu you can add folders and files to a favorite list to quickly return to frequently used resources.



## Additional Resources

A number of useful user guides are available on the MyWorkDrive website at <https://www.myworkdrive.com/support/web-file-manager-browser-usage/> You can also contact the IT Service Desk at [itservicedesk@niagaracollege.ca](mailto:itservicedesk@niagaracollege.ca)