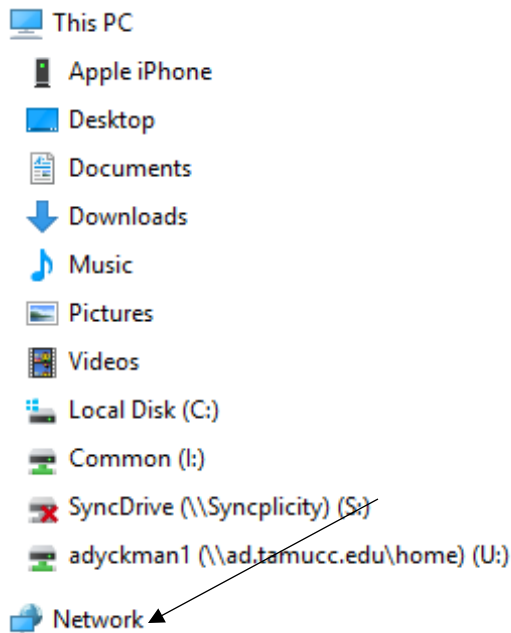


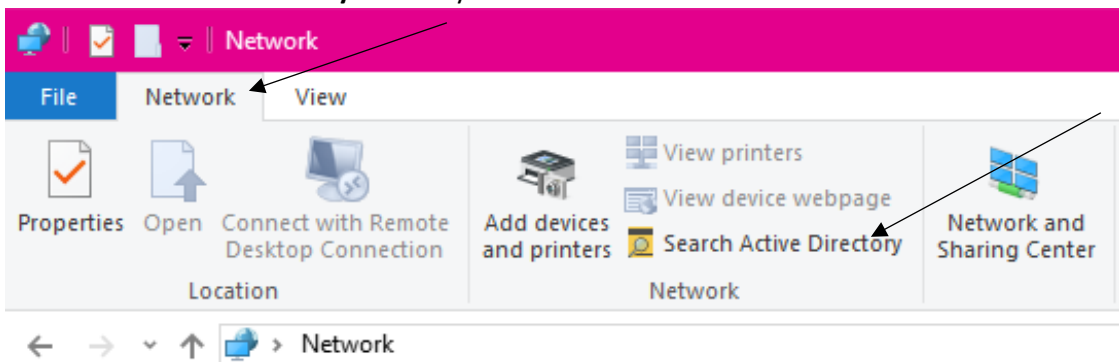
1. Click the **File Explorer** icon on your task bar.



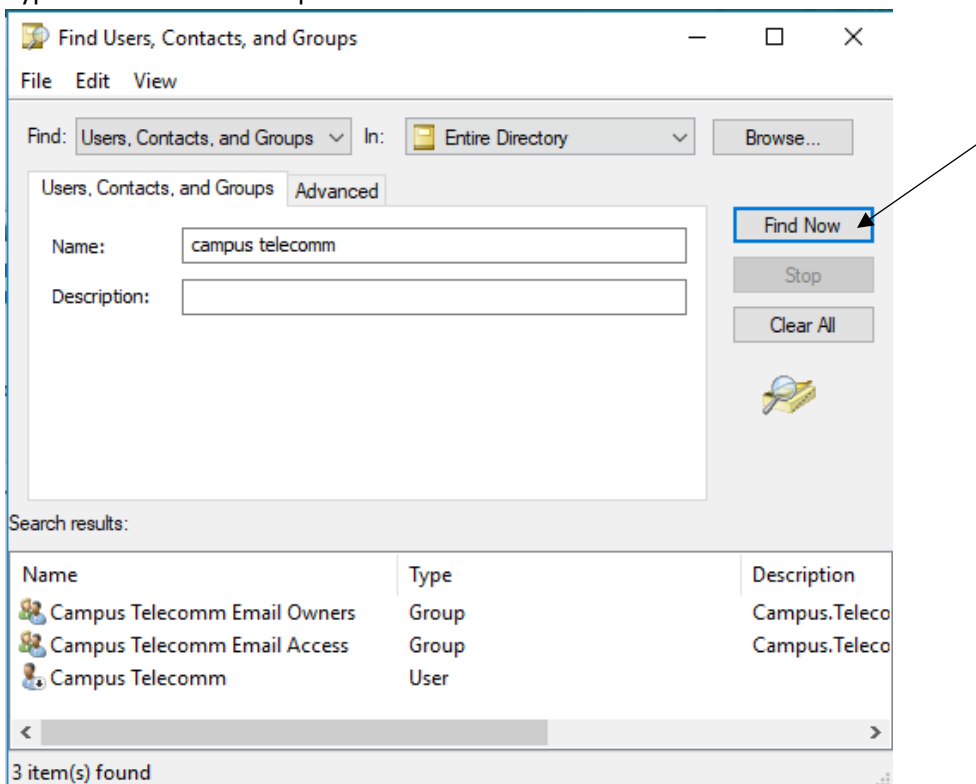
2. Click **Network** in the left hand pane.



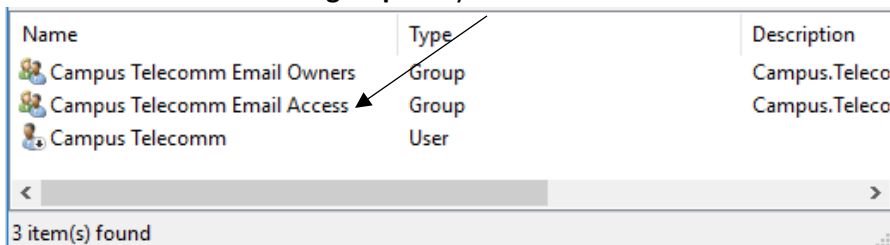
3. Click **Search Active Directory**. You may need to select the **Network** tab.



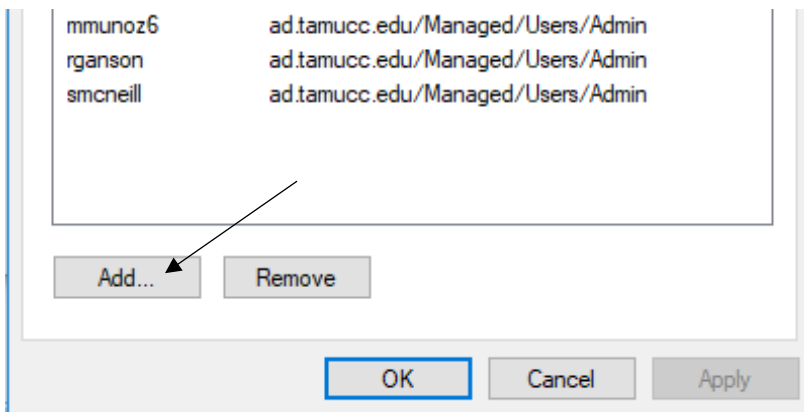
4. Type the name of the departmental email address or i:drive folder and click **Find Now**.



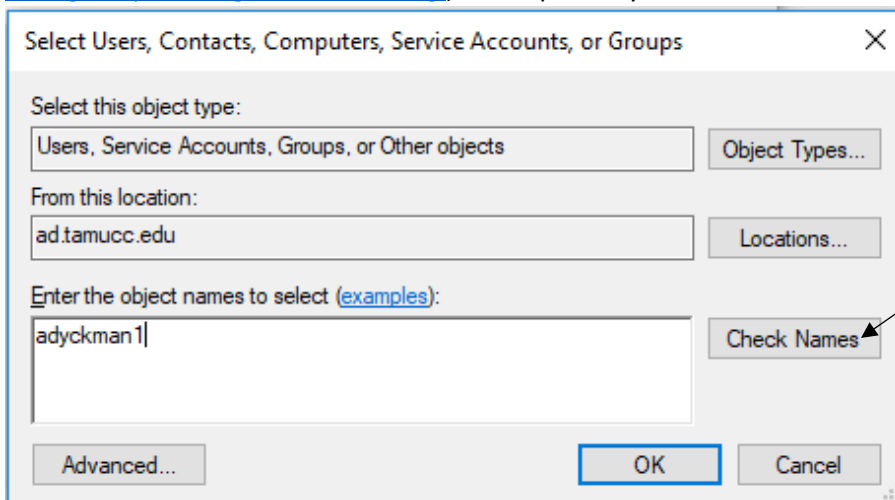
5. Double click on the **Access group**. Only I.T. can add someone to the **Owners group**.



6. Click **Add**.



7. Type the **IslandID** (Can be found here <https://normandy.tamucc.edu/cgi-bin/cgiwrap/sammgr/GetIslandID.cgi>) of the person you want added and click **Check Names**.



8. Select the correct **IslandID** and click OK>OK>OK.

