

Student Storage Off Campus

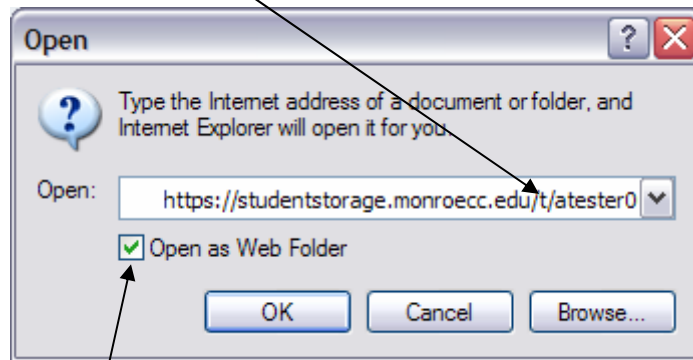
- To begin, follow these instructions.
 - Open your Internet Browser (i.e. Internet Explorer, Netscape, etc)
 - Pull down **File->Open** from the menu bar on your browser



- The following windows box will open:
- Type **https://studentstorage.monroecc.edu/[letter]/[MCC email name]**
 - **Note:** Replace **[letter]** with the first letter of your last name and replace **[MCC email username]** with your email username.
 - Example atester001 would be Adam Tester's email username. He would type the following in the windows box to access his Student Storage account:

https://studentstorage.monroecc.edu/t/atester001

Note: the “/t/” is for the first letter of his last name.



- Check “Open as Web Folder”
- Click “OK”

Next you will need to logon to your account. A login box will appear and you will need to enter your username and password using the following format:

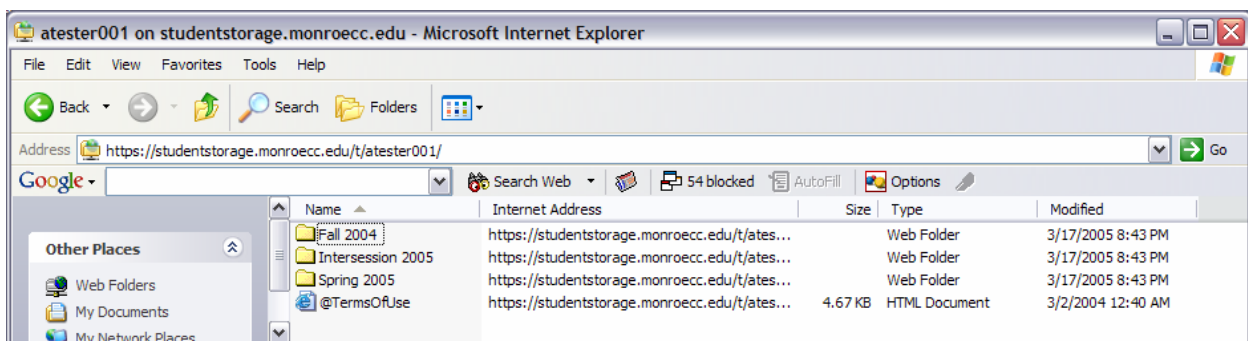
- **student-dm\atester001**
- **password**

Note: username and password are the same as your email username and password.



Remember to enter “**student-dm**” before your username

The following web page will display



- Double click on the semester you are currently enrolled in to access your courses.

