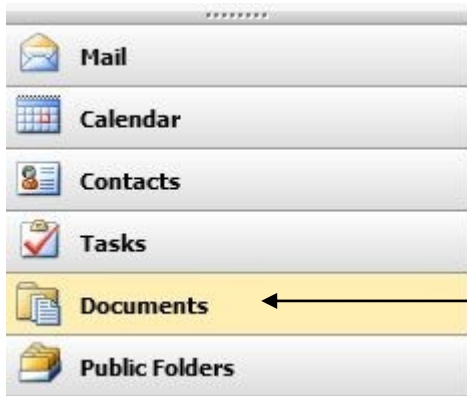


# Accessing your e:drive from outside LIPA

1. Log into Outlook Web Access. [www.lipa.ac.uk/email](http://www.lipa.ac.uk/email) You must be using Internet Explorer.



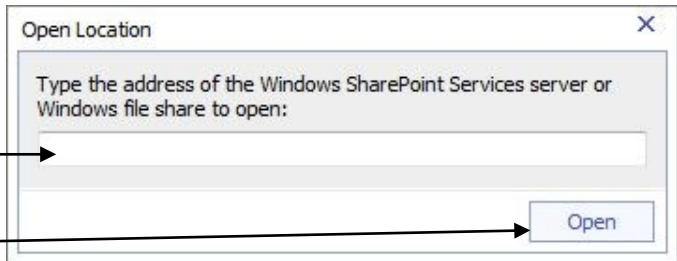
2. Select the **Documents** folder (Bottom Left Menu)



3. If not click on **Open Location**

4. Type the following:

`\\lipa-storage\staff-home\A.user`



5. Then Click **Open**

6. Click on the **Add to Favourites** Button ( Located on the Top Menu)



7. Do the same for Staff Shared Data, but type the following: `\\lipa-storage\staff-shared-data`

8. You will not be able to save any changes to the original file. Although you could save a copy to your computer, USB etc.