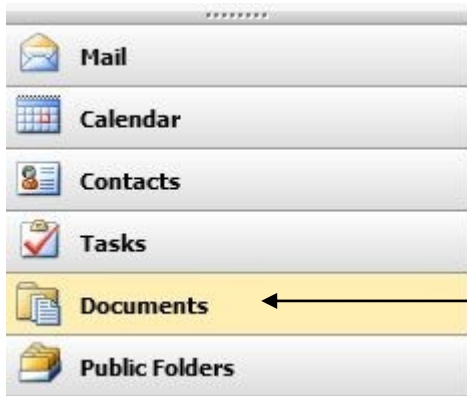


# Accessing your e:drive from outside LIPA

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)

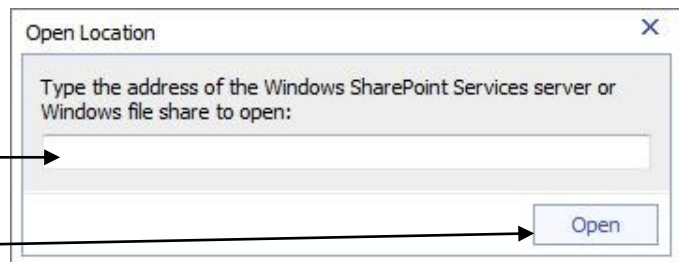


3. If not click on **Open Location**

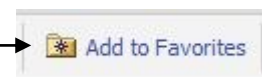
4. Type the following:

\\lipa-storage\student-home\\*.user

5. Then Click **Open**



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



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