Files.umn.edu is the University sanctioned network storage space. Here are connection instructions for Windows 7.

Press the Start button and type "\files.umn.edu" in the ‘Search Programs and Files’ box at the bottom of the window and hit Enter.
This should be the next window to open up. If you are asked for a username and password, type "ad\<username\>" and your password. The username is the first part of your email address WITHOUT the @umn.edu.

Double click on the CHEM folder.
This will be the next window.

There are two categories, Faculty and Staff.
Open Faculty and find your name or group. You’ll not be able to put files or see them in folder that you don’t have permission to.