

CAS Computing

Mapping Network Shares

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Mapping Network Shares

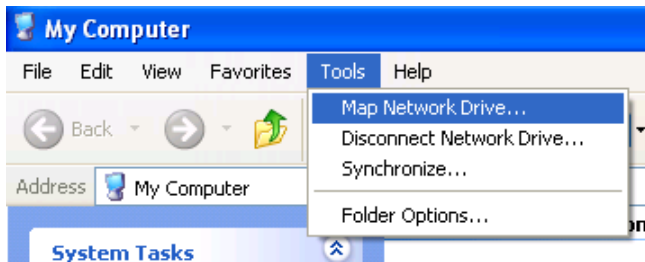
Mapping Network Shares in Windows 2000/XP

Please note that the following images may differ than your current OS.

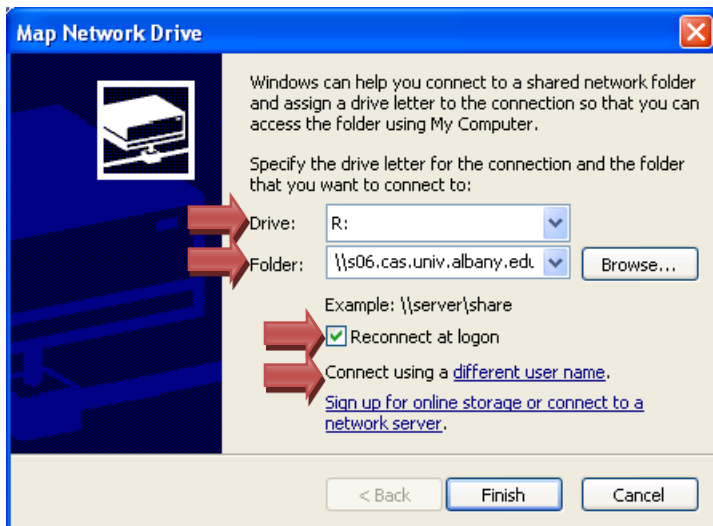


Double click on **My Computer** to open it.

If mapping shares off-campus, be sure to have your VPN software connected. (See documentation on Connecting with UAlbany VPN).



At the top file menu, select **Tools**, then **Map Network Drive...**



The **Map Network Drive** window will now appear. It will ask you to select a **Drive:** letter and the **Folder:** to map to. **The Drive letter is not necessarily important, but you may want to use the same letters you are familiar with, as long as they are available. (For example, R: for Research shares, etc.)** Enter the **Folder** information as necessary (see share list below).

You can check or uncheck **Reconnect at logon**. When checked it means the drive will reappear when you restart your PC.

If off-campus, remember you must be connected with VPN first in order to map this drive.

If off-campus or logged in as someone else you will then need click on **Connect using a different user name** before clicking Finish.

When all information has been completed, click **Finish**.

Listed are the main drives from CAS Computing that you can map to:

Please Note: Replace the bold text with the relevant information when mapping these drives.

For faculty/staff **personal (U:) share:** \\lincoln.univ.albany.edu**NetID**
(ex. \\lincoln.univ.albany.edu\ab123456)

For a **departmental (O:) share:** \\s05.cas.univ.albany.edu**DepartmentName**
(ex. \\s05.cas.univ.albany.edu\History)

For a **research (R:) share:** \\s06.cas.univ.albany.edu**ProfessorName**lab
(ex. \\s06.cas.univ.albany.edu\smithlab)

Mapping Network Shares

Mapping Network Shares in Windows 2000/XP



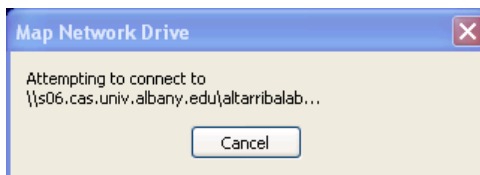
While logged in as someone else or off-campus in the **Connect As...** window, enter the information in the following format:

Username: ualbany**<Your NetID>**

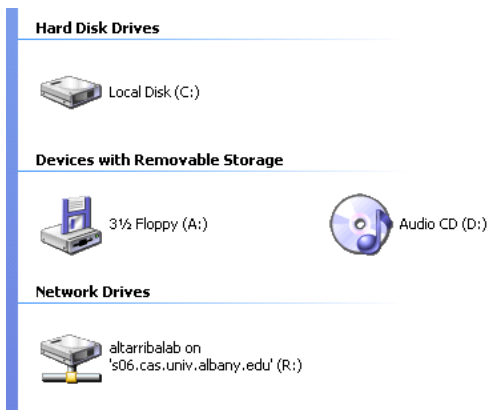
Password: **<Your Windows Password>**

You may check off **Remember my password**, if you wish. This would only be useful if you have checked off **Reconnect at logon** previously.

At the Map Network Drive window, click **Finish**.

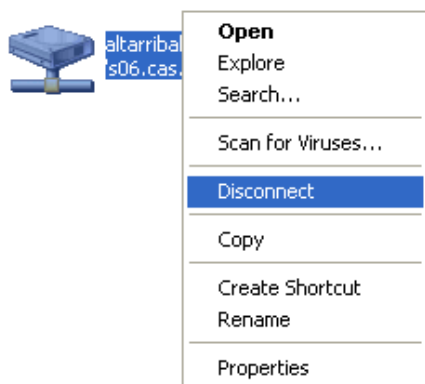


A box stating **“Attempting to connect to...”** may appear. It may take a few minutes to connect.



In **My Computer**, you may have a new section called **Network Drives**. Listed here will be any shares that you may map to using the above

Network Drives



While not necessary, you may **Disconnect** your drives when you are done using them or have disconnected from VPN.

If you have selected **Reconnect at Logon** earlier, your shares will not reconnect when you restart the PC if you disconnect them now.

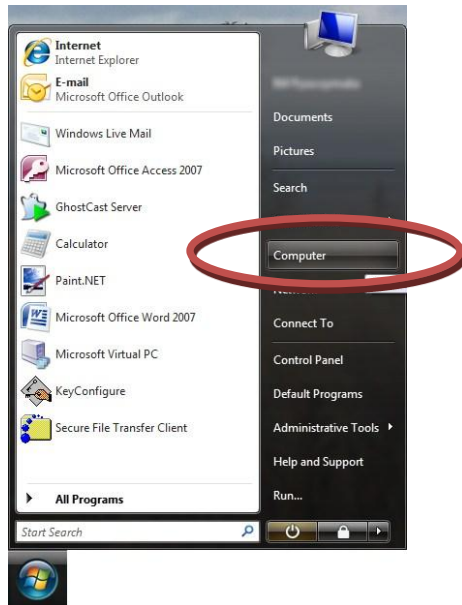
When mapping shares while someone else is logged onto the machine it is a best practice to disconnect the drive.

If you do not disconnect your share, upon logon you will be prompted that Windows could not connect to all drives.

Mapping Network Shares

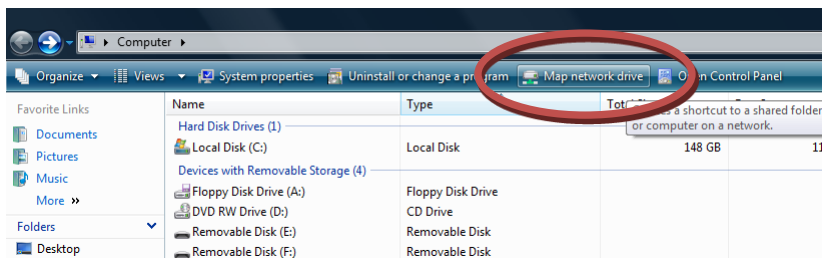
Mapping Network Shares in Windows Vista/7

Please note that the following images may differ than your current OS.

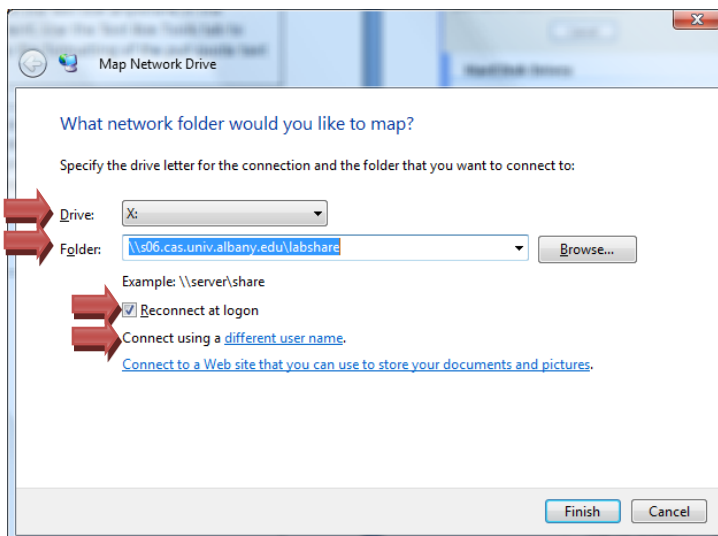


Click on the **Windows Logo** and then **Computer** from the right-column of the menu.

Some Windows Vista users may have a **Computer** shortcut icon there Desktop.



In the **Computer** window at the top toolbar click on **Map network drive**.



The **Map Network Drive** window will now appear. It will ask you to select a **Drive:** letter and the **Folder:** to map to. **The Drive letter is not necessarily important, but you may want to use the same letters you are familiar with, as long as they are available. (For example, R: for Research shares, etc.)** Enter the **Folder** information as necessary (see share list).

You can check or uncheck **Reconnect at logon**. When checked it means the drive will reappear when you restart your PC.

If off-campus, remember you must be connected with VPN first in order to map this drive.

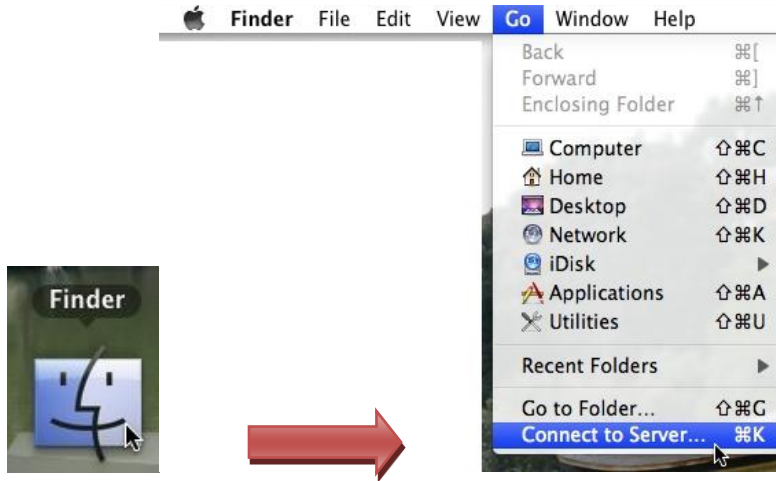
If off-campus or logged in as someone else you will then need click on **Connect using a different user name** before clicking Finish.

When all information has been completed, click **Finish**.

Mapping Network Shares

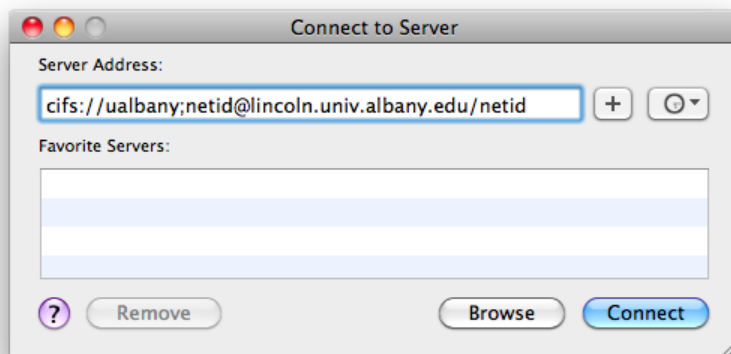
Mapping Network Shares in Mac OS 10.5 or later

Please note that the following images may differ than your current OS.



Click on **Finder** in the **Dock**.

Select **Go, Connect to Server...**



The **Connect to Server** window will now appear. It will ask you to enter a **Server Address:** to map to.

See below for the shares that may be available for you to connect to.

After entered, click **Connect**.

Listed are the main drives from CAS Computing that you can map to:

Please Note: Replace the bold text with the relevant information when mapping these drives.

1. Start the **Server Address** with: cifs://ualbany;**NetID**

2. Followed by:

For faculty/staff **personal (U:) share:** @lincoln.univ.albany.edu/**NetID**
(ex. cifs://ualbany;NetID@lincoln.univ.albany.edu/ab123456)

For a **departmental (O:) share:** @s05.cas.univ.albany.edu/**DepartmentName**
(ex. cifs://ualbany;NetID@s05.cas.univ.albany.edu/History)

For a **research (R:) share:** @s06.cas.univ.albany.edu/**ProfessorName**lab
(ex. cifs://ualbany;NetID@s06.cas.univ.albany.edu/smithlab)

Mapping Network Shares

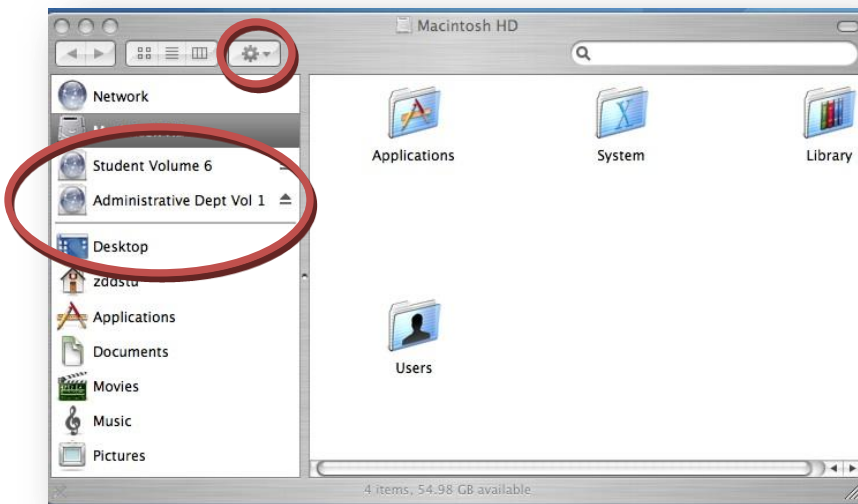
Mapping Network Shares in Mac OS 10.1 or later



If off-campus you will need to connect with VPN before proceeding. If on-campus, then you do not need to connect via VPN. Enter the information in the following format:

Username: ualbany\Your NetID
Password: Your Windows Password

You may check **Remember my password in my keychain**, if you wish.



In the drive list you will see your new network drives listed, and may appear on the Desktop. You may **Eject** them at any time by using the **Eject** icon to the right of the drive or under the Tool menu.

While not necessary, you may **Eject** your drives when you are done using them or have disconnected from VPN.

When mapping shares while someone else is logged onto the machine it is a best practice to **Eject** the drive.

If you do not disconnect your share, your mapping may still be lost upon reboot.

Mapping Network Shares

Access to Shares and Student Access to Shares

General Access to Shares:

- Most faculty, staff, and graduate students have access to the departmental share. All those with access to the department share can use the temporary space, Common Area, within the share.
- All faculty and staff have access to a personal share.
- Upon request, faculty/staff may request research shares for their labs. Research share access can include students and other faculty/staff members upon the share owner's discretion.
- Shares are available off-campus via VPN and mapping them. More information regarding VPN may be found at: www.albany.edu/cascomp/tutorials.php
- To request access to shares, the share manager will need to submit a form (www.albany.edu/cascomp/forms.php) to CAS Computing with whom they would like to add/remove from the share. Please feel free to Contact CAS Computing with any questions regarding share creation, maintenance, or access

Student Access to Shares:

- Students will have to manually map shares on any computer they use on-campus.
- Students may not have access to the shares mentioned here or may have limited access to shares.
- Personal shares are no longer offered to students. In lieu of network storage space, the UAlbany Mail offers Microsoft Live SkyDrive cloud storage.
- Some students may have a personal share grandfathered into the new system. However, their personal share does not reside on the Lincoln server. The share these student will want to map is:
\\s05.cas.univ.albany.edu\YourNetID\$ (ex.: \\s05.cas.univ.albany.edu\ab123456\$)