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Mapping Network Shares
Mapping Network Shares in Windows 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 Windows 7

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:  \casbox.univ.albany.edu\DepartmentName
(ex. \casbox.univ.albany.edu\History)

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

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

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

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 Mac OS 10.5 or later

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

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: @casbox.univ.albany.edu/DepartmentName
   (ex. cifs://ualbany;NetID@casbox.univ.albany.edu/History)

   For a research (R:) share: @casbox.univ.albany.edu/ProfessorNameLab
   (ex. cifs://ualbany;NetID@casbox.univ.albany.edu/smithlab)

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.

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.
Mapping Network Shares
Mapping Network Shares in Mac OS 10.5 or later

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.

For persistent shares:
Apple menu and System Preferences. Select the "Users" tab and select your own user. Drag the share to your Startup Items.

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

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.
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](http://www.albany.edu/cascomp/tutorials.php)

- To request access to shares, the share manager can use NRAM (provided by CAS Computing) ([www.albany.edu/cascomp/tutorials.php](http://www.albany.edu/cascomp/tutorials.php)) or contact 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 One Drive for Business cloud storage.