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 on the Desktop.

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

The Map Network Drive window that appears will ask you to select a Drive: letter and the Folder: path. The drive letter you choose is arbitrary, but selecting a letter consistently across all computers will reduce confusion. (For example, R: for Research shares, etc.) Enter the Folder information as necessary (see share list).

Checking Reconnect at logon 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 any University share.

If off-campus or logged in as someone else, you will need to check the box for 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 Vista/7

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

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

For faculty/staff personal, “U-Drive” share: \lincoln.univ.albany.edu\NetID
(ex. \lincoln.univ.albany.edu\ab123456)

For a departmental, “O-Drive” share: \casbox.univ.albany.edu\DepartmentName
(ex. \casbox.univ.albany.edu\History)

For a research, “R, S or (“Q Drive”)” 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 have mapped or that were mapped for you.

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

To disconnect Right Click on drive and select Disconnect

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
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, "Common" folder 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 modify access to a share, the share manager/owner can either use the NRAM utility developed by CAS Computing <link> or the Group Access Manager web interface offered by ITS. <link>

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 account offers Microsoft Office365, OneDrive cloud storage.