# Spring 2014 Urban Affairs network computers and computer labs Mapping your H:\ drive using Microsoft Windows 7

You have been provided with a secure, backed-up location to store your files. This location can be accessed from any computer in the urban building as well as several computer labs in the business building. To access this space you need to "map" (connect) a drive letter to the remote storage.

After logging onto a network computer using your campusnet ID and password click on the "**Start**" icon



which should be in the lower-left corner of your screen, when the menu opens, click on "**Computer**" in the right-hand column.



The Computer window will open:



Click on "**Map network drive**." The dialog box for mapping a network drive should appear. this is where you will select what drive letter to map to which network resource.

			22
🌀 🤏 Map N	letwork Drive	-	
What ne Specify the	etwork folder would you like to map? e drive letter for the connection and the folder that you want to connect to:		
Drive:	Z: •		
Folder:	▼ Browse		
	Example: \\server\share		
	Reconnect at logon		
	Connect using different credentials		
	Connect to a Web site that you can use to store your documents and pictur	<u>es</u> .	
	Finish	Can	cel

In the "**Drive**" box, pull down the menu arrow and select "H:" from the available choices.

After selecting "**H**:" as the drive letter in the "**Folder**" box you will then type two back-slashes "\" followed by the name of the file server "**rose**", another backslash, and then your CampusnetID number. In this example user 1001362 is mapping their home directory to drive h: by typing \\**rose.urban.csuohio.edu**\**1001362** in the folder box.

🌀 🤏 Map Ne	etwork Drive
What ne	twork folder would you like to map?
Specify the	drive letter for the connection and the folder that you want to connect to:
Drive:	H: •
Folder:	\\rose\1001362
	Example: \\server\share
	Reconnect at logon
	Connect using different credentials
	Connect to a Web site that you can use to store your documents and pictures.
	Finish Cancel

If you are in a cubicle using a computer assigned to you, you may check the "Reconnect at logon" box so the next time you log in you will not have to remap your h: drive. In the campus computer labs you will need to map your drive each time you log on.

Click on the "**Finish**" button, after a few moments a window should open displaying your home directory and its contents.

				_		×
○ ○ ♀  Computer → 1001362 (\\rose) (H:) →			• 4 <del>)</del>	Search 1001362 (\	\rose) (H:)	 Q
Organize 🔻 🛛 Burn	New folder				8== •	0
🚖 Favorites	Name	Date modified	Туре	Size		-
💻 Desktop	🎉 640-802 March 22 2009	5/4/2009 2:04 PM	File folder			
鷆 Downloads	accounts_fall_2009	9/10/2009 4:22 PM	File folder			
🖳 Recent Places	accounts_spring_2009	3/30/2009 11:21 AM	File folder			
	add_students_summer_2005	5/23/2005 3:10 PM	File folder			
🧊 Libraries	add_user_project	1/14/2001 12:04 PM	File folder			
Documents	addusers	8/30/2004 11:12 AM	File folder			

The server storage space is provided as a resource to students in the urban college or taking classes in the urban college. The files stored on your H:\ drive can only be accessed by you. Files on your H:\

drive are backed-up each night so you should not need to worry about losing your project or USB drive. Resources are limited – please do not store you photo or music collection on the urban servers.

An alternate method of access your files is to click on the **Start** icon, in the search box type \\rose.urban.csuohio.edu\<Your-CampusnetID>, a folder should appear in the search box, double click on it to access your files. This will open up a window to your files, but will not assign a drive letter.



# **Mapping Additional Drives**

To map the "public" directory (formerly the "P" drive), choose a different drive letter, such as "P" and type the following in the "folder" box:

\\rein.urban.csuohio.edu\public

Then click the "Finish" button.

	Etwark Drive
Map N	etwork Drive
What ne	etwork folder would you like to map?
Specify the	e drive letter for the connection and the folder that you want to connect to:
Drive:	P: •
Folder:	\\rein\public
	Example: \\server\share
	Reconnect at logon
	Connect using different credentials
	Connect to a Web site that you can use to store your documents and pictures.
	Finish Cancel

To map the "utility" / faculty directory (formerly the "N" drive), choose a different drive letter, such as "N" and type the following in the "folder" box:

Then click the '	'Finish" b	utton.
	🔵 🤏 Map N	letwork Drive
	What no	etwork folder would you like to map? e drive letter for the connection and the folder that you want to connect to:
	Drive: Folder:	N: •   \\rein\utility •   Example: \\server\share   Ø Reconnect at logon   Connect using different credentials   Connect to a Web site that you can use to store your documents and pictures.
		Finish Cancel

A full complement of mapped drives would look like the following:



## Remote access to your home directory

You may access your home directory from remote locations using a web browser to download files. Using an FTP client like Filezilla, or adding an FTP plugin like FireFTP to the Firefox web browser you will be able to upload and download files from your home directory (H:\ drive.) Microsoft Internet Explorer is NOT recommended as it does not work properly with authenticated FTP sites.

### Using an FTP client

The server you want to connect to is:

### urban.csuohio.edu.

You will be prompted for your login and password. This is your Campusnet login and password. For more detailed instructions see <u>http://urban.csuohio.edu/tech/</u> under <u>FTP to your home</u> <u>directory or shared directories from off-site</u>

### Using a web browser:

Use a browser to "get" files (you cannot "put" files or save them to your h drive using ftp via a browser unless you have added an FTP plugin).

Type the following URL into your browser, replacing "Your\_CampusnetID" with your seven digit ID number. <u>ftp://Your\_CampusnetID@urban.csuohio.edu</u>. If you are prompted for your login use your campusnet login, when prompted for a password use your campusnet password.

Problems or questions? Contact Robert Martel <u>r.martel@csuohio.edu</u>.

Filezilla FTP Client <u>http://filezilla-project.org/</u>

FireFTP Addon for Firefox https://addons.mozilla.org/en-US/firefox/addon/684