

# Shared Folders and Drive Mapping

## Summary

This document describes how to access shared folders from Windows, macOS, and iOS/iPadOS

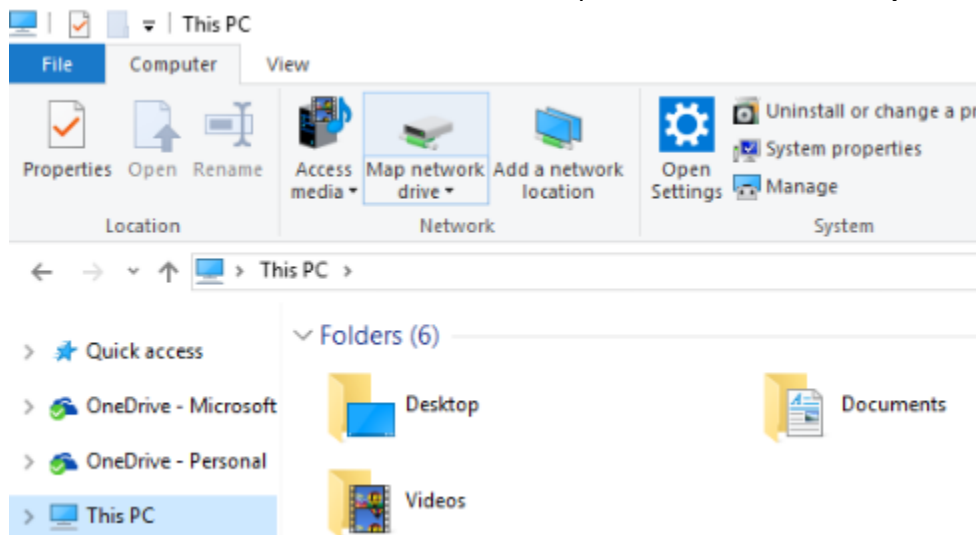
## Scope

This document presumes that your account has already been granted security permissions to access the given shared folder. And this document pertains only to reaching shared folders on the same network, and thus presumes that you are already connected to the campus network either by being on-campus or through VPN.

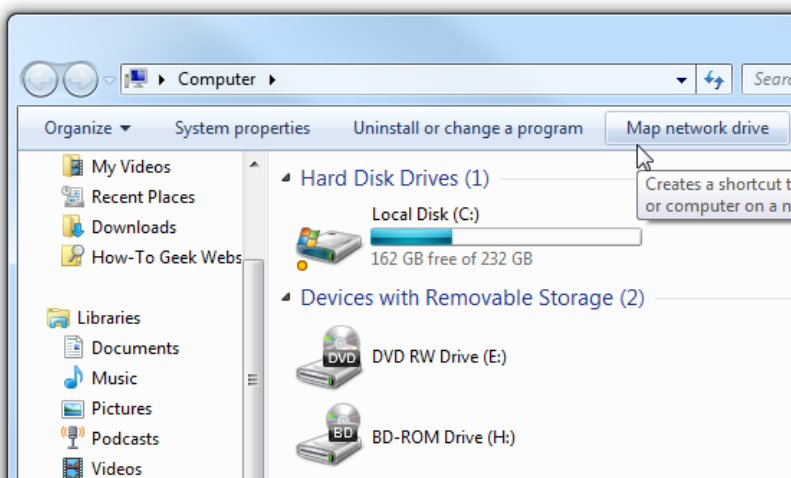
## Details

### Connecting to a shared drive (Windows 7 and Windows 10)

1. Open the Windows **File Explorer** from the taskbar or the **Start** menu, or press the **Windows logo key + E** on your keyboard.
2. In Windows 10: Select **This PC** from the left pane. Then, on the **Computer** tab at the top (next to **File**)

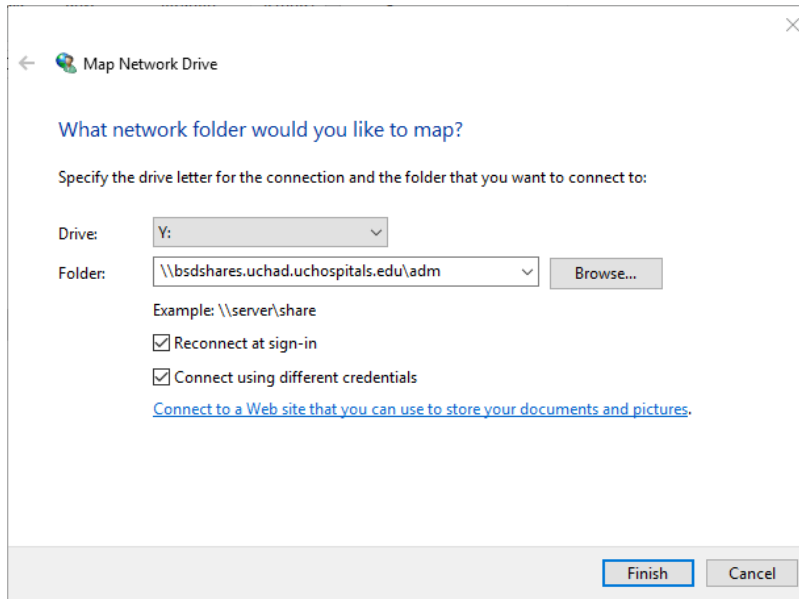


In Windows 7: That step isn't necessary, because you'll already see the **My Computer** window. Like the **This PC** window, it lists local storage and network locations:



3. In either case, select **Map network drive**.

4. In the **Drive** list, select a drive letter. (Any available letter will do.)
5. In the **Folder** box, type the path of the folder in the format: `\\server\share`



Some common BSD department shared folder paths all usually mapped to drive (Z:) are as follows\*:

Endocrinology	\\bsdshares.uchad.uchospitals.edu\endo
Gastroenterology	\\bsdshares.uchad.uchospitals.edu\gast
General Internal Medicine	\\bsdshares.uchad.uchospitals.edu\gmed
Hematology/Oncology	\\bsdshares.uchad.uchospitals.edu\hemonc
Pediatrics	\\bsdshares.uchad.uchospitals.edu\ped
Psychology	\\bsdshares.uchad.uchospitals.edu\psy
Pulmonary	\\bsdshares.uchad.uchospitals.edu\pulm
Rheumatology	\\bsdshares.uchad.uchospitals.edu\rhum

Some common hospitals shared folder paths and drive letters are as follows:

drive (F:)	\\cifs01uchaddar.uchad.uchospitals.edu\VOL1\APPS
drive (L:)	\\cifs01uchaddar.uchad.uchospitals.edu\UCHAPPS2K\VOL1
drive (M:)	\\UCHAD\PUB\SUBPUB1
...also (M:)	\\dfs02dar.uchad.uchospitals.edu\pub
drive (N:)	\\cifs01uchaddar.uchad.uchospitals.edu\UCHAPPS12k\VOL1
drive (P:)	\\cifs01uchaddar.uchad.uchospitals.edu\MCIS2K\VOL1\APPS
drive (T:)	\\cifs01uchaddar.uchad.uchospitals.edu\VOL1\APPS
drive (U:)	\\cifs01uchaddar.uchad.uchospitals.edu\UDRIVE\ <b>username</b>
drive (Y:)	\\cifs01uchaddar.uchad.uchospitals.edu\UCHFIN2K\VOL1

To connect every time you log on to your PC, select the **Reconnect at sign-in** check box. If you didn't login to Windows with the same account as used on the server you're connecting to (BSD servers use BSDAD domain credentials, and hospital servers use UCHAD domain credentials) check the box which says **Connect using different credentials**.

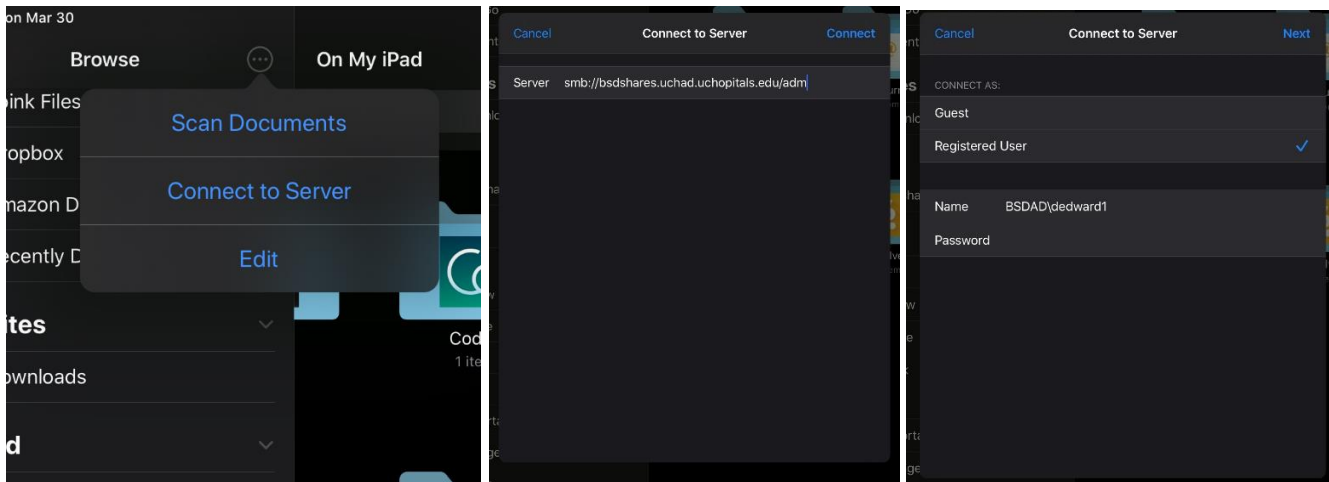
6. Select **Finish**. You may then be prompted to enter login credentials. If so, enter the domain followed by a backslash before your username. (BSDAD\**username** or UCHAD\**username**)

\* A more complete list of shared folders on \\bsdshares.uchad.uchospitals.edu are:

adm	cme	gene	knp	ophthalmology	scrs
admin-assoc	crc	genocore	mcc	osc	section_shares
admin-chair	criad	gipill	mcd	ovs	simulation
admin-grants	crso	gmed	med-admin	pcg	sleeplab
admin-housestaff	crso-sscard	gra	med-school	ped	spacemgmt
administration	derm	hemonc	mgc	pro	transplantcenter
arc	derm-common	hgd	mis	psm	uccrc
bmb	derm-edu	hivou	neph	psy	ucp
bmb-scans	emed	housestaff	neuro	pulm	ura
BMD	endo	hss	npp	radiology	
card	gast	id	nrb	rhum	
card-common	gcr	itm	ocr	rubingroup	

### Connecting to a shared drive (iOS and iPadOS)

1. Open a **Files** app and select the circle with three dots inside next to **Browse** on the left.
2. From there menu there, Select **Connect to Server**
3. Enter the path to the file share in the format: `smb://server/share` and select **Connect** in the upper right.
4. Enter credentials with the domain followed by a backslash before your username. (BSDAD\*username* or UCHAD\*username*)

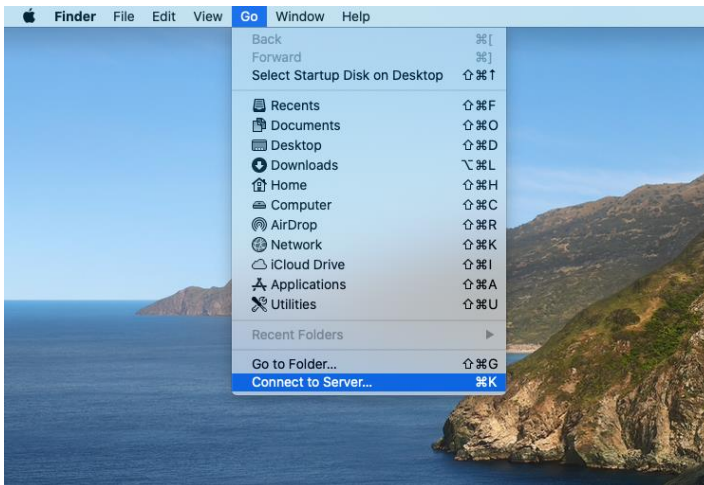


## Connecting to a shared drive (macOS)

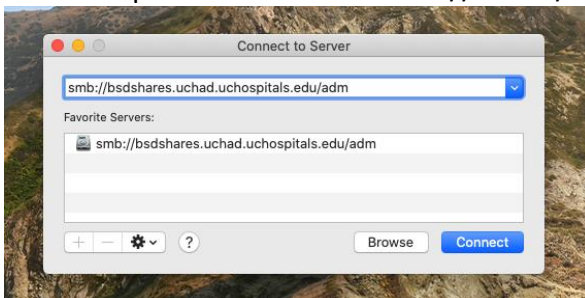
1. Open a **Finder** window by clicking the application's two-tone blue smiling face icon in the Dock.



2. Either hit *Command-K* on your keyboard or select the **Go** menu at the top of the screen and from there select **Connect to Server**



3. Enter the path in the format: **smb://server/share**



4. Enter credentials with the domain followed by a backslash before your username. (**BSDAD\username** or **UCHAD\username**)

