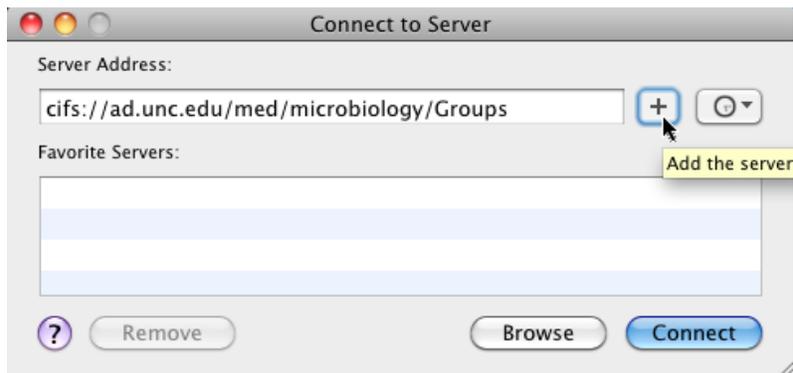


Accessing the Microbiology File Space (Apple)

Mapping the network shortcuts

To create the shortcut to the Microbiology file server, go to your desktop. On the top menu click: *Go* → *Connect to Server*. A new window appears. Enter the location show below and then click the “+” button.



Clicking the “+” button saves the location as a favorite. Repeat the process for the following server locations:

cifs://ad.unc.edu/med/microbiology/Users
cifs://ad.unc.edu/med/microbiology/Shared

Click *Connect* to connect to the file share.

You may be prompted for a password. For the username, enter your Onyen username and password in the following format:

Username: AD\onyen
Password: <current Onyen password>

With the successful username/password combination, you will connect to the file share.

Important Note for Snow Leopard Users (Apple OS 10.6)

Apple discontinued support for Snow Leopard several years ago. If you use this outdated OS, the instructions above will likely not succeed due to advances in technology. Please contact OIS at the information below for a workaround that should facilitate Snow Leopard’s access to the Microbiology filespace. Users of Snow Leopard are recommended to upgrade to a newer OS.

Further information

- Three locations were mapped in the second above: the Users location, the Groups location, and Shared.
- The “Users” location contains your home directory. It is the same name as your Onyen username. Your folder within this network location is accessible only to you; no one else can access the data placed in this folder. Data that you want to store on the server (but do not wish to share with anyone) can be saved under the Users location.
- The “Groups” location contains your group shared data. Here you should see a folder with the name of your group or division. All members of your group or lab have the ability to read, write and delete files in this folder. This allows you to collaborate and share data with others.
- Finally, the “Shared” location is a share that is accessible to the entire department. Anything placed in this “Shared” location can be viewed and edited by the entire department.
- If you have problems with the mapping process, please visit the website <http://help.med.unc.edu> for instructions on how to contact a technician. If you need permissions updated, home directories or group folders created, this URL can serve as your single point of contact with OIS.
- Last but not least, when an employee leaves, please notify OIS at the above website so access can be removed in a timely and accurate fashion.