

Accessing the Microbiology File Space (Windows)

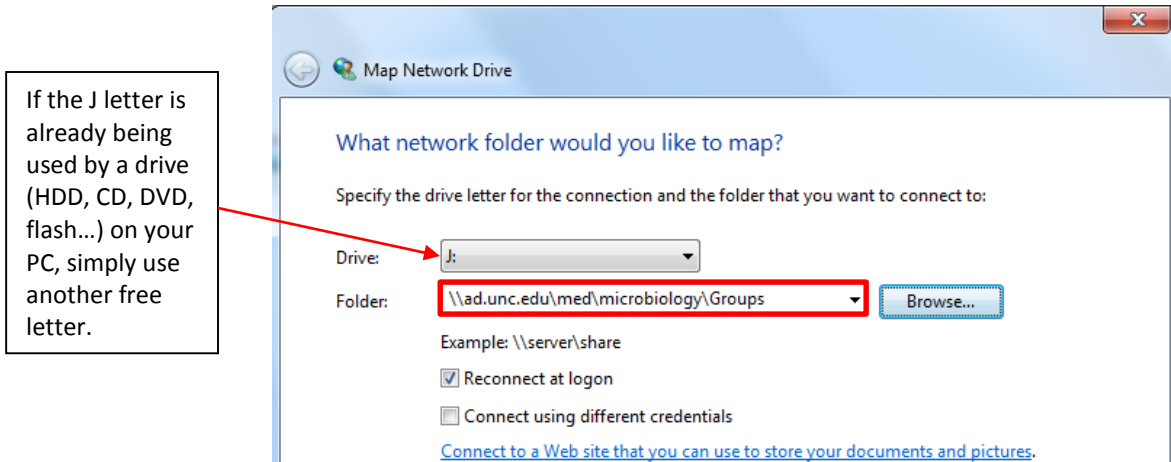
Automatic Drive Mapping on Campus Domain

If your Windows machine is joined to the campus domain (ad.unc.edu), no action is required. The network drives below are likely being deployed to you automatically.

If your Windows machine is a personal machine not joined to the campus domain, follow the steps below to map the drives.

Manually Mapping the Network Drives

To map the network drive to the Microbiology file server, go Start → Computer → Map Network Drive.



Click *Finish* 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.

Repeat the process for the following locations, if desired:

S: → \\ad.unc.edu\med\microbiology\Shared

H: → \\ad.unc.edu\med\microbiology\Users

Further information

- The H: drive mentioned above 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 J: drive 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 S: drive 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.