

F10 IT Helpsheet

How to map a drive to access UEA resources not available via the UEA website (Windows XP)

This document applies to Staff and Students who require access to resources not available via the UEA website.

Resources not available via the UEA website:

- Departmental shared file store: Department share folders
- Central file store: 'My Documents' folders
- UEASHARE file store: Available software folders

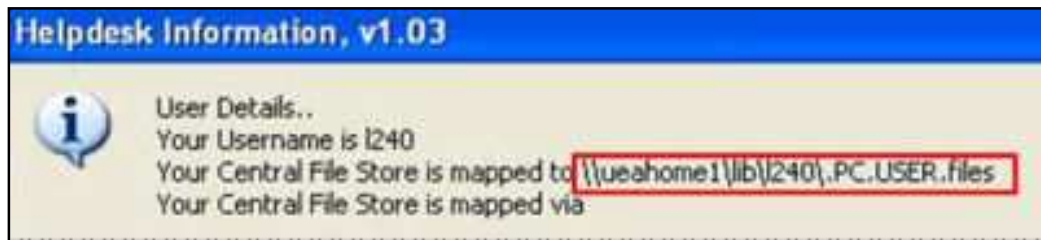
Mapping a drive:

- Click 'Start' button and Right click on 'My Computer'.
- Select 'Map Network Drive...'
- Select Drive letter to any letter that is available.
- In the 'Folder' field, enter the following for the required file store
 - Departmental file store:
 - [\\central-vfs.uea.ac.uk/central-div-share1](http://central-vfs.uea.ac.uk/central-div-share1)
 - Central file store:
 - [\\ueahome1.uea.ac.uk/<dept><username>.PC.USER.files\NTProfile\Documents](http://ueahome1.uea.ac.uk/<dept><username>.PC.USER.files\NTProfile\Documents)
 - Example:
[\\ueahome1.uea.ac.uk/lib/abc09stu.PC.USER.files\NTProfile\Documents](http://ueahome1.uea.ac.uk/lib/abc09stu.PC.USER.files\NTProfile\Documents)
 - UEASHARE file store:
 - [\\util-vfs\ueashare](http://util-vfs\ueashare)
- Click 'Finish' button



How to find your central filestore details at your work PC

- Click start > All Programs > UEA Applications > IT Helpdesk Audit

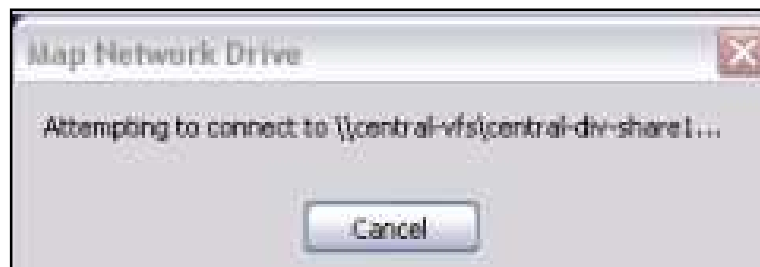


To verify the connection enter your UEA username and password in the box displayed

- Enter your username as **UEA\\username**
- Enter your UEA password
- Click OK



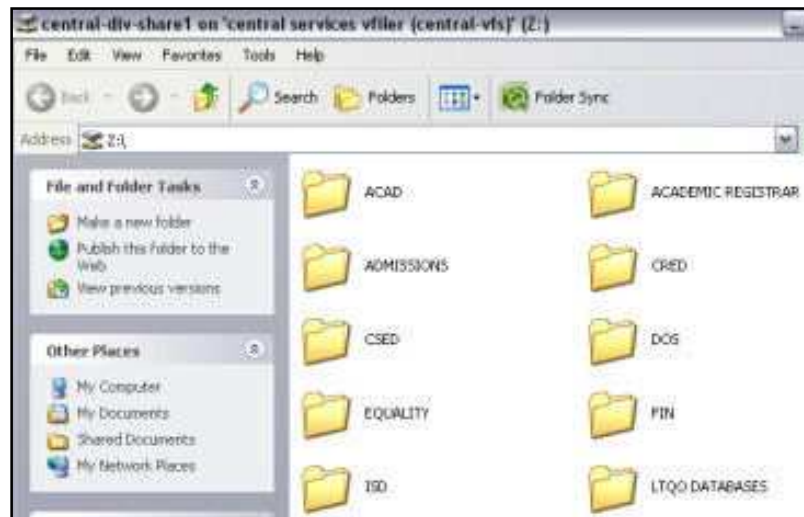
- The system will attempt to connect to the drive



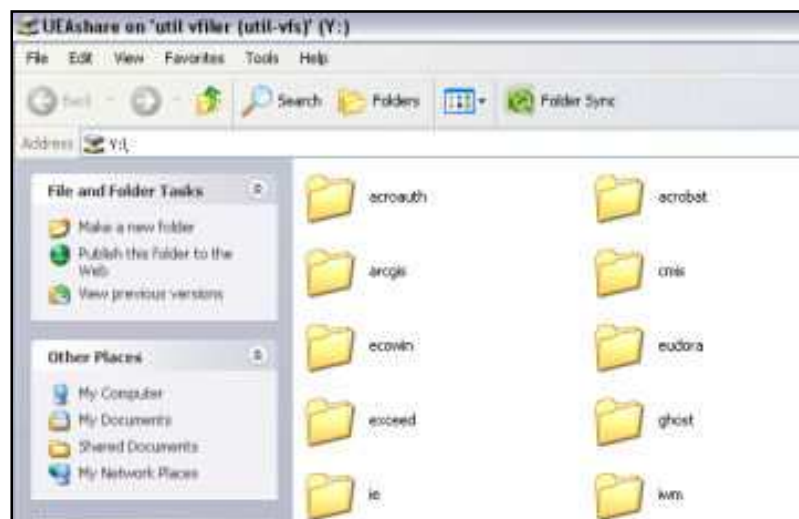
- Successful connections will open the selected map drive directory.



- Departmental file store: **\\central-vfs\\central-div-share1**



- UEASHARE file store: **\\util-vfs\\UEAShare**



- To reconnect to the mapped drives reconnect the browser-based, then go to **'My Computer'** reconnect to the drive name.

Network Drives	
 UEAShare on 'util ...	Network Drive
 central-div-share...	Network Drive

