

F10a IT Helpsheet

How to map a drive to access UEA resources not available via the UEA website (Windows Vista / 7)

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

How to find your department share details on your work PC

- Click '**Start**' button and click on '**Run**'
- In the box provided type **CMD** and press enter or click '**OK**'

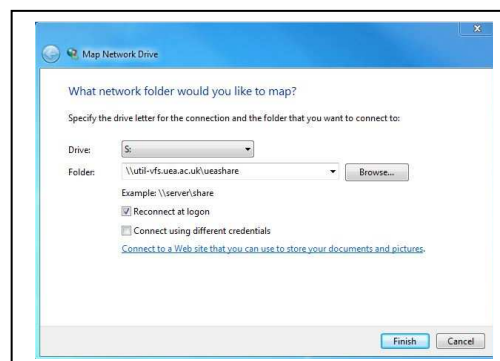
This will open a black window.

- In the black window type in '**net use**'
- This will display a list of all mapped drives and will list show the server name and full file path that is mapped.

E.g. [\\central-vfs\\central-div-share1](#)

Mapping a drive:

- Click 'Start' button and Right click on '**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 (next page)



When mapping a drive away from campus please use the full server name as shown below

- Departmental file store:

- <\\servername.uea.ac.uk\central-div-share1>

Example

<\\central-vfs.uea.ac.uk\central-div-share1>

- Central file store:

- <\\ueahome1.uea.ac.uk\<dept>\<username>\.PC.USER.files\NTProfile\Documents>

Example:

<\\ueahome1.uea.ac.uk\lib\abc09stu\.PC.USER.files\NTProfile\Documents>

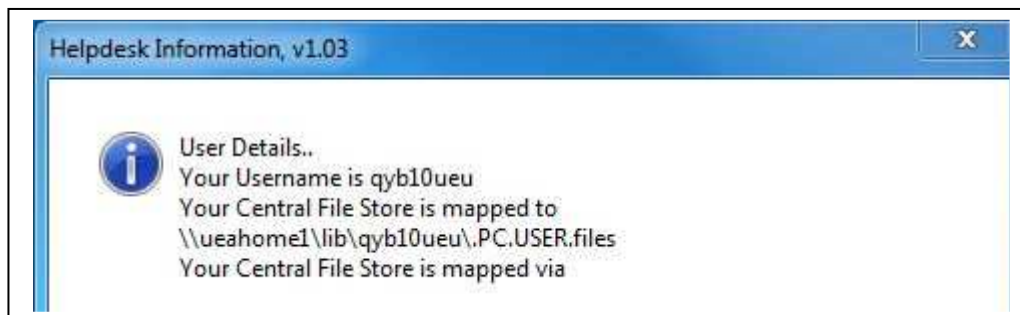
- UEASHARE file store:

- <\\util-vfs.uea.ac.uk\ueashare>

- Click '**Finish**' button

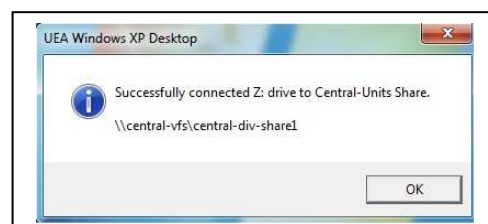
How to find your central filestore details at your work PC

- Click start > All Programs > UEA Network 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



Successful connections will open the selected map drive directory.

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

