

# Manually connecting to network data locations

There are a number of network locations where user data can be stored and when a user logs in within Faculty of Engineering on a *managed* device a *login script* is automatically run in the background which connects them to their various network based data locations.

In the Faculty of Engineering the most common data locations are:

- **Home**: Personal storage space allocated to each user.
- **Long Term Archive**: Storage space allocated to users and groups to keep data which needs to be readily available for reference at any time in the future.
- **Projects:** Storage space allocated to users and groups of users where they can store data accumulated whilst pursing project type activities.
- **Research:** Storage space allocated to users and groups of users to store data accumulated whilst pursing Research type activities.
- **Shared:** Storage space where users can share data with other users.
- **Applications:** Storage space where licensed and approved software can be placed and either pushed out to client devices or in some cases run from.

Each network data location is assigned a particular *letter* to easily identify and reference the location and the data therein.

- Home: **H**
- Long Term Archive: L
- Projects: P
- Research: **R**
- Shared: S
- Applications: **Y**

The *paths* to each network location are as follows:

- Home: <u>https://files.engineering.auckland.ac.nz/hdrive/userID</u>
- Long Term Archive: <u>https://files.engineering.auckland.ac.nz/ldrive</u>
- Projects: <u>https://files.engineering.auckland.ac.nz/pdrive</u>
- Research: <u>https://files.engineering.auckland.ac.nz/rdrive</u>
- Shared: <u>https://files.engineering.auckland.ac.nz/sdrive</u>



• Applications: <u>https://files.engineering.auckland.ac.nz/ydrive</u>

### How to manually connect to network locations

#### Option 1

- 1. Click the **Start** button, choose **My Network Places** option.
- 2. Under **Network Tasks**, choose **Add a Network Place** to initiate the setup wizard.

| C\$ | Welcome to the Add Network Place<br>Wizard<br>This wizard helps you sign up for a service that offers online storage space.<br>You can use this space to store, organize, and share your documents and<br>pictures using only a Web browser and Internet connection.<br>You can also use this wizard to create a shortout to a Web site, an FTP site,<br>or other network, location |
|-----|---|
|     |   |
|     | 27 - 76 78 (797.07  |

3. Click the **Next** button.



4. Click the **Next** button.

| Add Network Place Wizard  | ×      |
|---|--------|
| What is the address of this network place?  | (C)    |
| Type the address of the Web site, FTP site, or network location that this shortcut will open. |        |
| Internet or network <u>a</u> ddress:  |        |
| https://files.engineering.auckland.ac.nz/sdrive   |        |
| <u>View some examples</u> .   |        |
| < <u>B</u> ack <u>N</u> ext >   | Cancel |

5. Enter the path to drive that you want to connect to and click the **Next** button.

| Connect to files.er                         | ngineering.auckland.a ? 🔀                                     |
|---|---|
|   | GA  |
| The server files.engin<br>EC.AUCKLAND.AC.NZ | eering.auckland.ac.nz at<br>requires a username and password. |
| <u>U</u> ser name:                          | 😴 jblo001 🛛 👻   |
| Password:                                   | •••••   |
|   | Remember my password  |
|   | OK Cancel   |

6. Enter your UOA credentials and click the  $\mathbf{OK}$  button

| Add Network Place Wizard   |                                      |
|--|--------------------------------------|
| What do you want to name this place?                                 | CH .                                 |
| Create a name for this shortcut that will help you easily identify t | his network place:                   |
| https://files.engineering.auckland.ac.nz/sdrive.                     |                                      |
| Lype a name for this network place:                                  |                                      |
| S-Drive  |                                      |
|  |                                      |
|  |                                      |
|  |                                      |
|  |                                      |
|  |                                      |
|  |                                      |
|  |                                      |
|  | < <u>B</u> ack <u>N</u> ext > Cancel |

7. Enter a *name* for your network location and click on the **Next** button.

| Add Network Place Wizard |   |
|--------------------------|---|
| \$C                      | Completing the Add Network Place<br>Wizard<br>You have successfully created this network place: |
|                          | <u>S-Drivè</u>  |
|                          | A shortcut for this place will appear in My Network Places.                                     |
|                          | Open this network place when I click Finish.  |
|                          | To close this wizard, click Finish.   |
|                          | < Back Finish Cancel  |

8. Click the **Finish** button.

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|                       |                        |             |                  |      |    |

## How to manually connect to network locations

#### Option 2

1. Open up Internet Explorer



2. Chose **File** tool bar menu item then select the **Open** option.

| Open          |   |
|---------------|---|
| Ĩ             | Type the Internet address of a document or folder, and<br>Internet Explorer will open it for you. |
| <u>O</u> pen: |   |
|               | Open as Web <u>F</u> older  |
|               | OK Cancel B <u>r</u> owse   |



3. Enter the path to drive that you want to connect to, tick the **Open as Web Folder** option and click the **OK** button.

| Open          |   |
|---------------|---|
| Ĩ             | Type the Internet address of a document or folder, and<br>Internet Explorer will open it for you. |
| <u>O</u> pen: | https://files.engineering.auckland.ac.nz/sdrive 💌   |
|               | Open as Web Folder  |
|               | OK Cancel Browse  |

4. Enter your UOA credentials, and click on the **OK** button.

| Connect to files.e                          | ngineering.auckland.a ? 🔀                                     |
|---|---|
|   | GEA   |
| The server files.engin<br>EC.AUCKLAND.AC.NZ | eering.auckland.ac.nz at<br>requires a username and password. |
| <u>U</u> ser name:                          | 🔮 jblo001 🛛 👻   |
| <u>P</u> assword:                           | •••••   |
|   | Remember my password  |
|   | OK Cancel   |

5. You should now have access to your network location

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