

Using Active Directory Services: File Sharing for Windows 10

Accessing Your File Shares from a Joined Computer

Please note: A "joined" computer is a desktop or laptop that allows you to login to the campus Active Directory domain during the startup process. Even if your laptop is a "joined" computer, when off campus you must use the "remote access" procedure in the next section.

Logging in to the Domain (ADMSU)

When you turn on your computer you will be prompted with the following:



- 1. Press Ctrl-Alt-Delete
- 2. Type in your <NetID> for **User name** and your **Password**
- 3. Hit ENTER

Accessing Your File Shares

1. Double-click on This PC

New drive mappings (letters) to your file shares will appear in addition to your local drive letters. For example:

Image: This PC File Computer View Manage		
\leftarrow \rightarrow \checkmark \uparrow $>$ This PC		
Le Pictures ★ ↑ € Local Disk (C:)	Name	Туре
Accessibility Court Review DONE Multi Accessibility	 Desktop Documents Downloads 	System Folder System Folder System Folder
Make Accessible This PC Desktop	 Music Pictures Videos 	System Folder System Folder System Folder
Documents Downloads	 Devices and drives (1) Local Disk (C:) 	Local Disk
 Music I Pictures I Videos 	 ✓ Network locations (3) ✓ fallivenep (\\msufiles\facstaff_vol1) (N:) ✓ groupshare_vol1 (\\msufiles.montclair.edu) (O:) ✓ fallivenep (\\msuwebdav.montclair.edu@SSL\Dav 	Network Drive Network Drive Network Drive
 Socal Disk (C:) Fallivenep (\\msufiles\facstaff_vol1) (N:) groupshare_vol1 (\\msufiles.montclair.edu) (O fallivenep (\\msuwebdav.montclair.edu@SSL\) 	~	

- (N:) is your personal (home) file share
- (O:) is your departmental file share (if established)
- (W:) is your web publishing file share

Caution: You should not place files in your web publishing file share unless you intend to make them publically available via the Internet. Always place non-web files in either your personal (home) file share or departmental file share. *NEVER* place files containing sensitive information in your web publishing file share *for any reason*.

Accessing Your File Shares via WebDAV (Remote Access)

Please note: The following procedure should be used to access your file shares when your joined computer is not on the campus network (ex. home, other remote location) or when you are not using your University supplied computer that has been joined to the domain. Students with personal computers will always use this method.

Mapping Your File Share

First, determine the file share you want to access from the list below.

Faculty/Staff File Shares and Associated WebDAV addresses

Personal (Home) File Share	https://msuwebdav.montclair.edu/facstaff_vol1/ <netid></netid>
Departmental File Share	https://msuwebdav.montclair.edu/groupshare_vol1
Web Publishing File Share	https://msuwebdav.montclair.edu/pubweb_vol1/ <netid></netid>

Student File Shares and Associated WebDAV addresses

Personal (Home) File Share Web Publishing File Share https://msuwebdav.montclair.edu/students_vol1/ <NetID> https://msuwebdav.montclair.edu/pubweb_vol1/ <NetID>

- 1. Right-click on This PC
- 2. Click on Map network drive....



- 3. Specify the appropriate Drive letter for the Directory Address
 - (N:) is your personal (home) file share
 - (O:) is your departmental file share (if established)
 - (W:) is your web publishing file share
- 4. Type in the Directory Addresses from above in the Folder: field
- 5. Check Connect using different credentials
- 6. Click Finish

			×		
\leftarrow	🤏 Map Net	work Drive			
	What net	work folder would you like to map?			
	Specify the drive letter for the connection and the folder that you want to connect to:				
	Drive:	Z: ~			
	Folder:	Browse			
		Example: \\server\share			
		Reconnect at sign-in			
		Connect using different credentials			
	Connect to a Web site that you can use to store your documents and pictures.				
		Finish Cancel			

- 7. Enter your <NetID> for User name and your Password
- 8. Click OK
- 9. Repeat steps until all directories have been mapped.

Accessing Your Mapped File Shares

- 1. Double-click on This PC
- 2. Your mapped drives will appear under Network Locations

