

Using Active Directory Services: File Sharing for Windows 7

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 into the Domain (ADMSU)

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



1. Press **Ctrl-Alt-Delete**



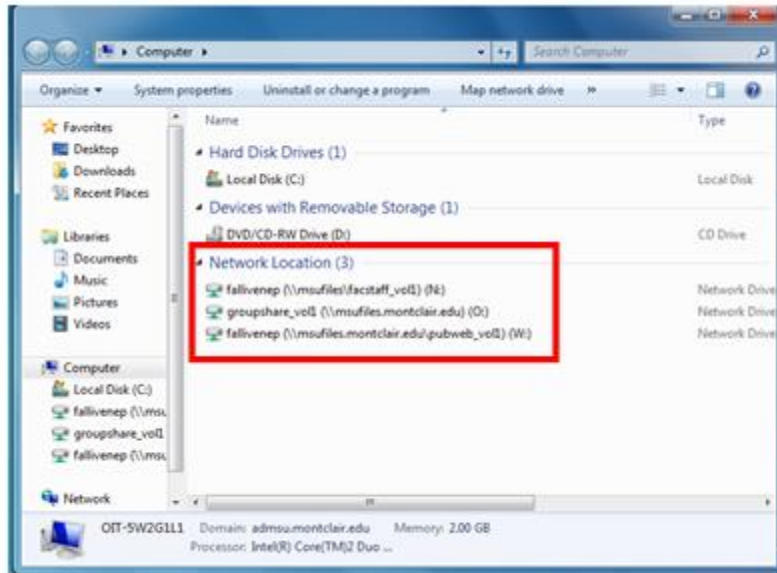
2. Type in your <NetID> for **User name** and your **Password**
3. Hit **ENTER**

Please note: If prompted for a Novell NetWare Login, click Cancel.

Accessing Your File Shares

1. Click on **Start**
2. Click on **Computer**

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



- (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

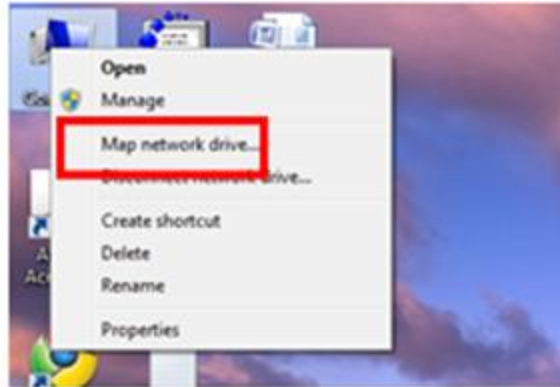
Personal (Home) File Share	https://msuwebdav.montclair.edu/facstaff_vol1/ <NetID>
Departmental File Share	https://msuwebdav.montclair.edu/groupshare_vol1
Web Publishing File Share	https://msuwebdav.montclair.edu/pubweb_vol1/ <NetID>

Student File Shares and Associated WebDAV addresses

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

Web Publishing File Share https://msuwebdav.montclair.edu/pubweb_vol1/ <NetID>

1. Right-click on **Computer**
2. Click on **Map network drive....**



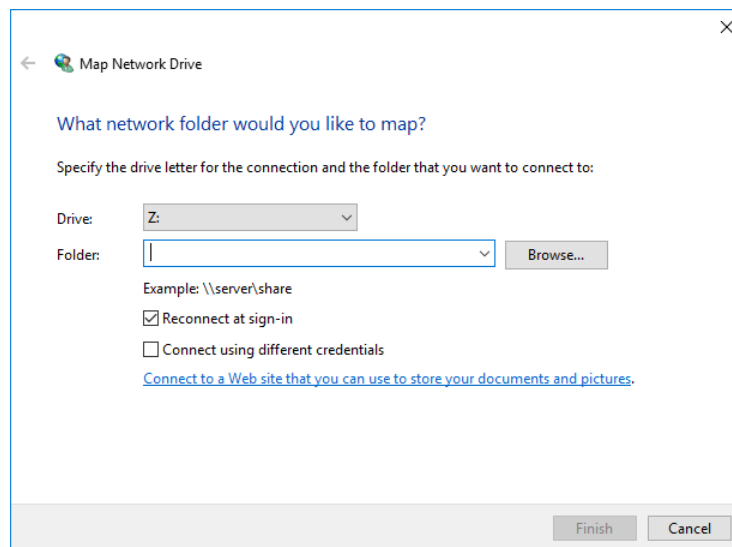
3. Specify the appropriate **Drive** letter for the Directory Address

(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**



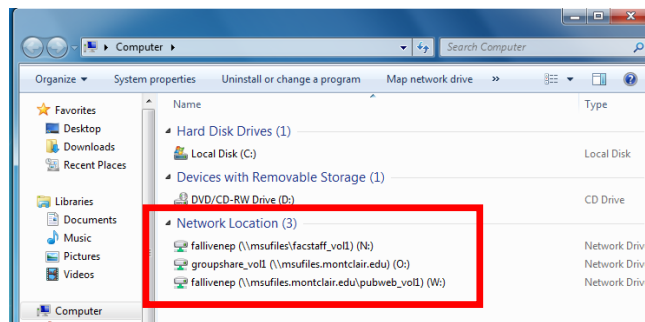
7. Enter your <NetID> for **User name** and your **Password**
8. Click **OK**



8. Repeat steps until all directories have been mapped.

Accessing Your Mapped File Shares

1. Double-click on **Computer**
2. Your mapped drives will appear under **Network Location**



3. Double-click on a file share to open it