

**Spring 2011**

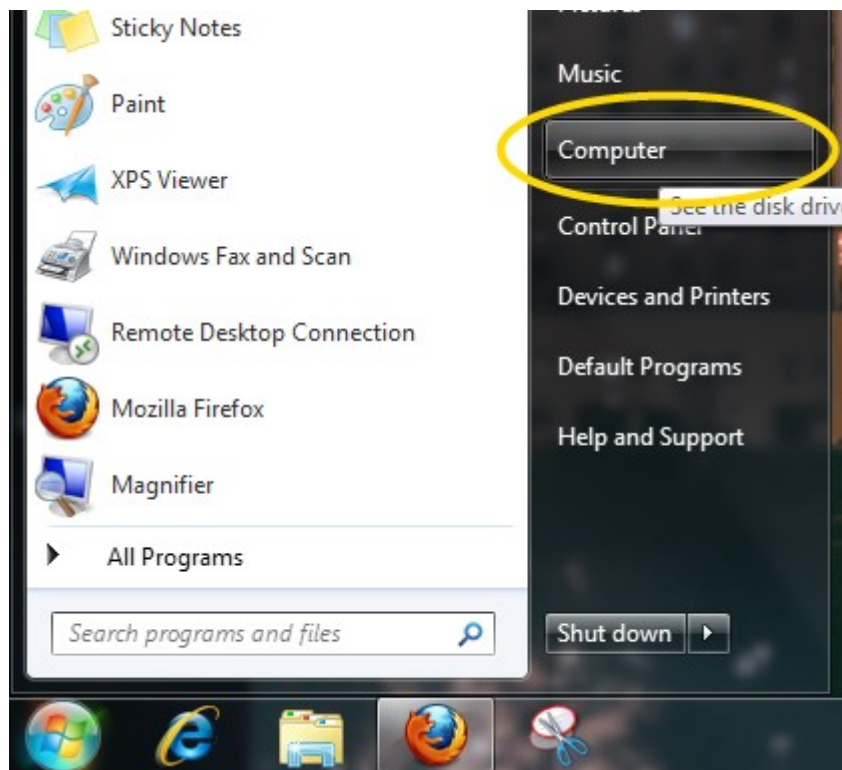
**Urban Affairs network computers and computer labs  
Mapping your H:\ drive using Microsoft Windows 7**

You have been provided with a secure, backed-up location to store your files. This location can be accessed from any computer in the urban building as well as several computer labs in the business building. To access this space you need to "map" (connect) a drive letter to the remote storage.

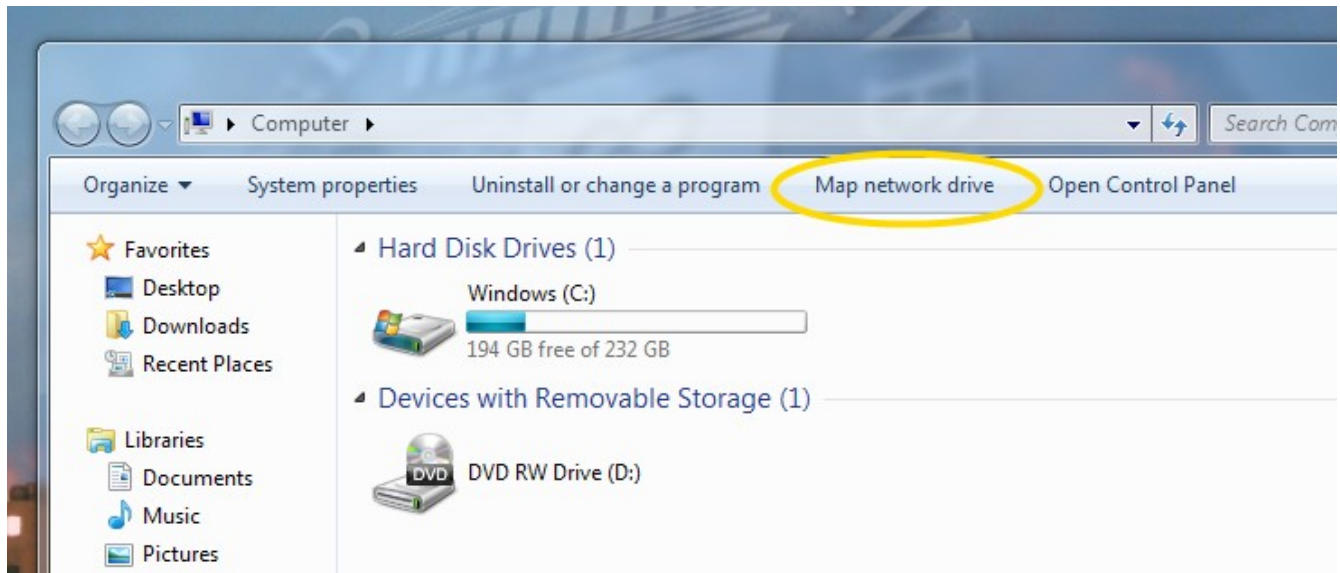
After logging onto a network computer using your campusnet ID and password click on the "Start" icon



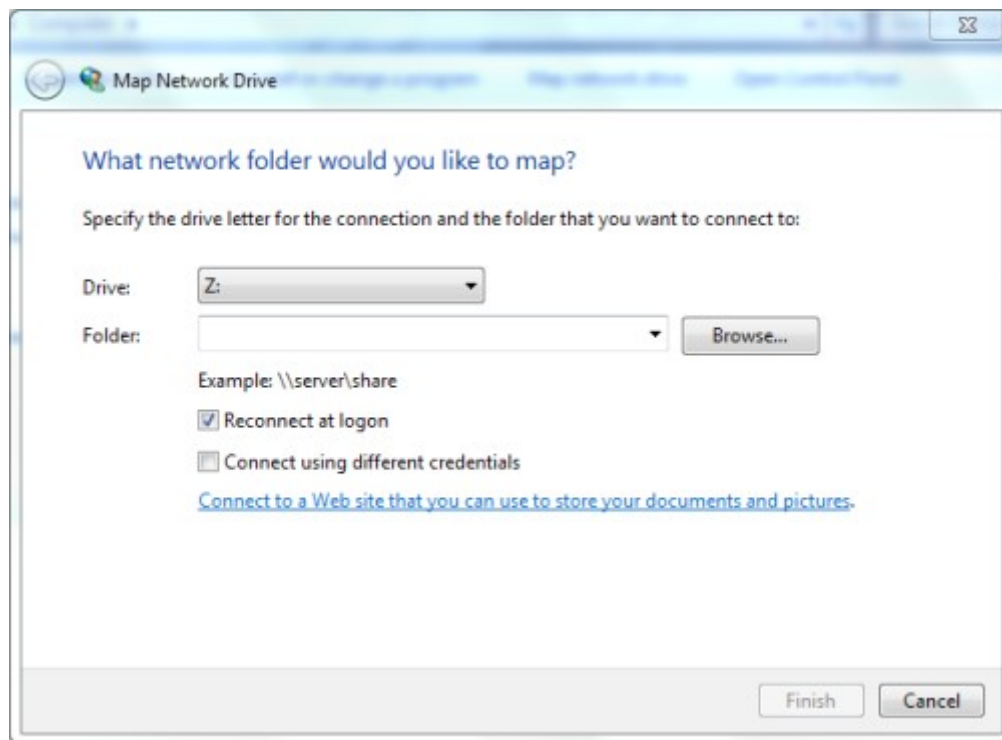
which should be in the lower-left corner of your screen, when the menu opens, click on "Computer" in the right-hand column.



The Computer window will open:

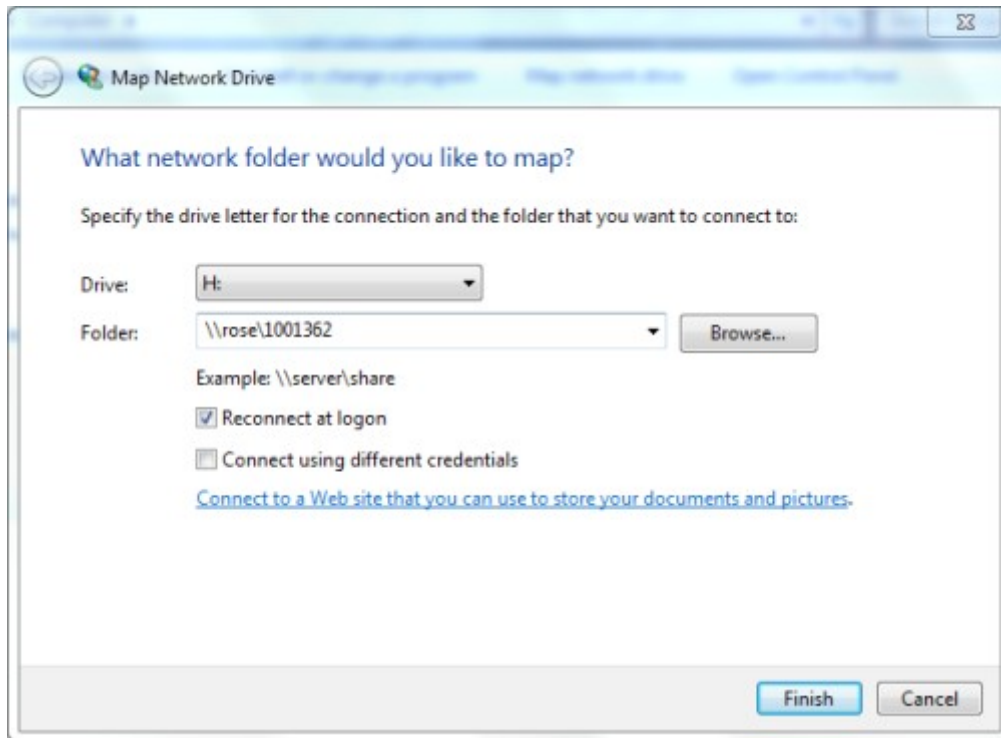


Click on "**Map network drive.**" The dialog box for mapping a network drive should appear. This is where you will select what drive letter to map to which network resource.



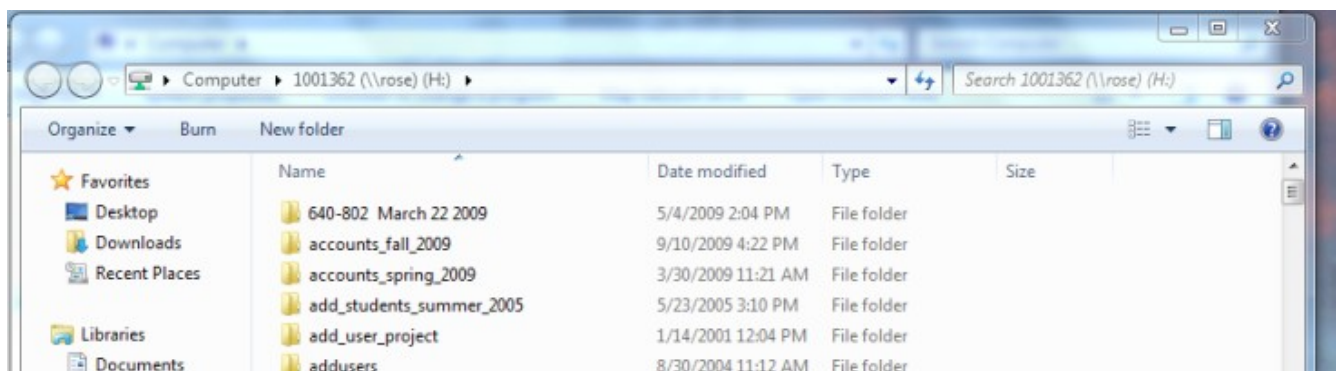
In the "**Drive**" box, pull down the menu arrow and select "H:" from the available choices.

After selecting "H:" as the drive letter in the "Folder" box you will then type two back-slashes "\" followed by the name of the file server "rose", another backslash, and then your CampusnetID number. In this example user 1001362 is mapping their home directory to drive h: by typing \\rose\1001362 in the folder box.



If you are in a cubicle using a computer assigned to you, you may check the "Reconnect at logon" box so the next time you log in you will not have to remap your h: drive. In the campus computer labs you will need to map your drive each time you log on.

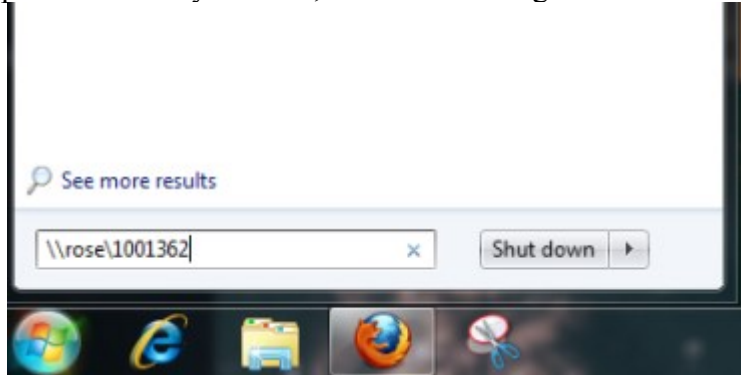
Click on the "Finish" button, after a few moments a window should open displaying your home directory and its contents.



The server storage space is provided as a resource to students in the urban college or taking classes in the urban college. The files stored on your H:\ drive can only be accessed by you. Files on your H:\

drive are backed-up each night so you should not need to worry about losing your project or USB drive. Resources are limited – please do not store you photo or music collection on the urban servers.

An alternate method of access your files is to click on the **Start** icon, in the search box type \\rose\<<Your-CampusnetID>, a folder should appear in the search box, double click on it to access your files. This will open up a window to your files, but will not assign a drive letter.



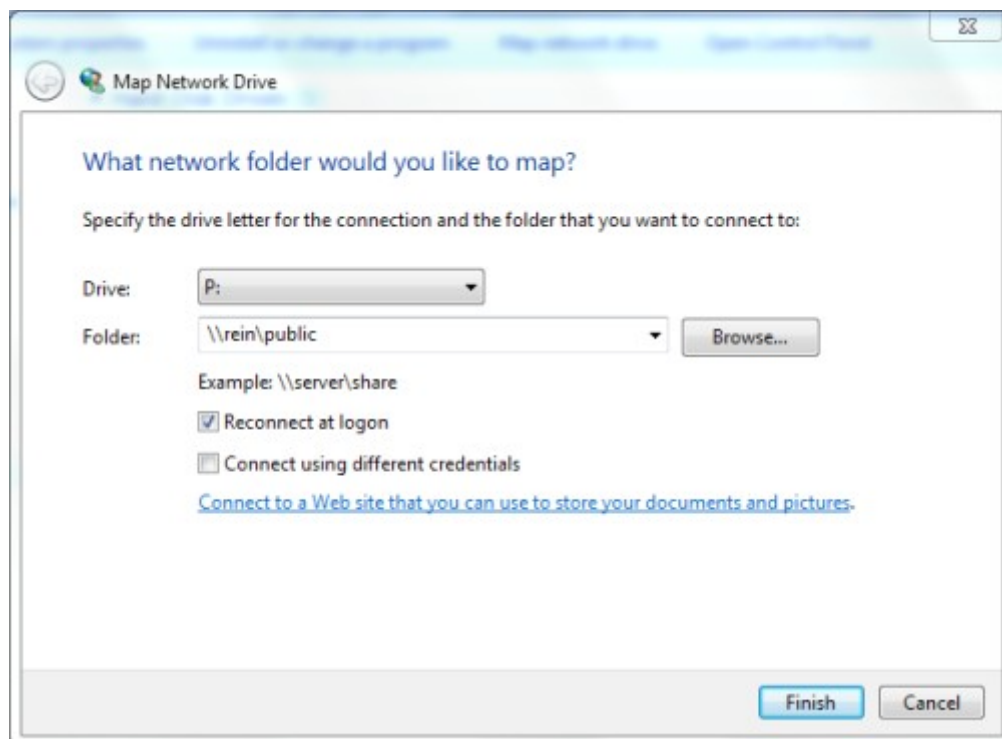
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## Mapping Additional Drives

To map the "public" directory (formerly the "P" drive), choose a different drive letter, such as "P" and type the following in the "folder" box:

\\rein\public

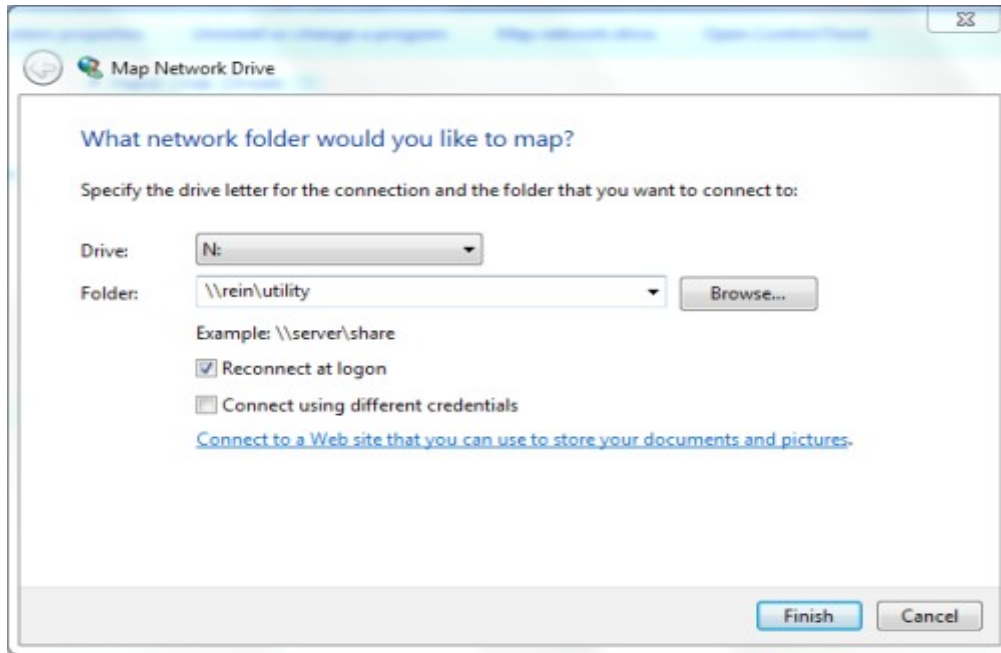
Then click the "Finish" button.



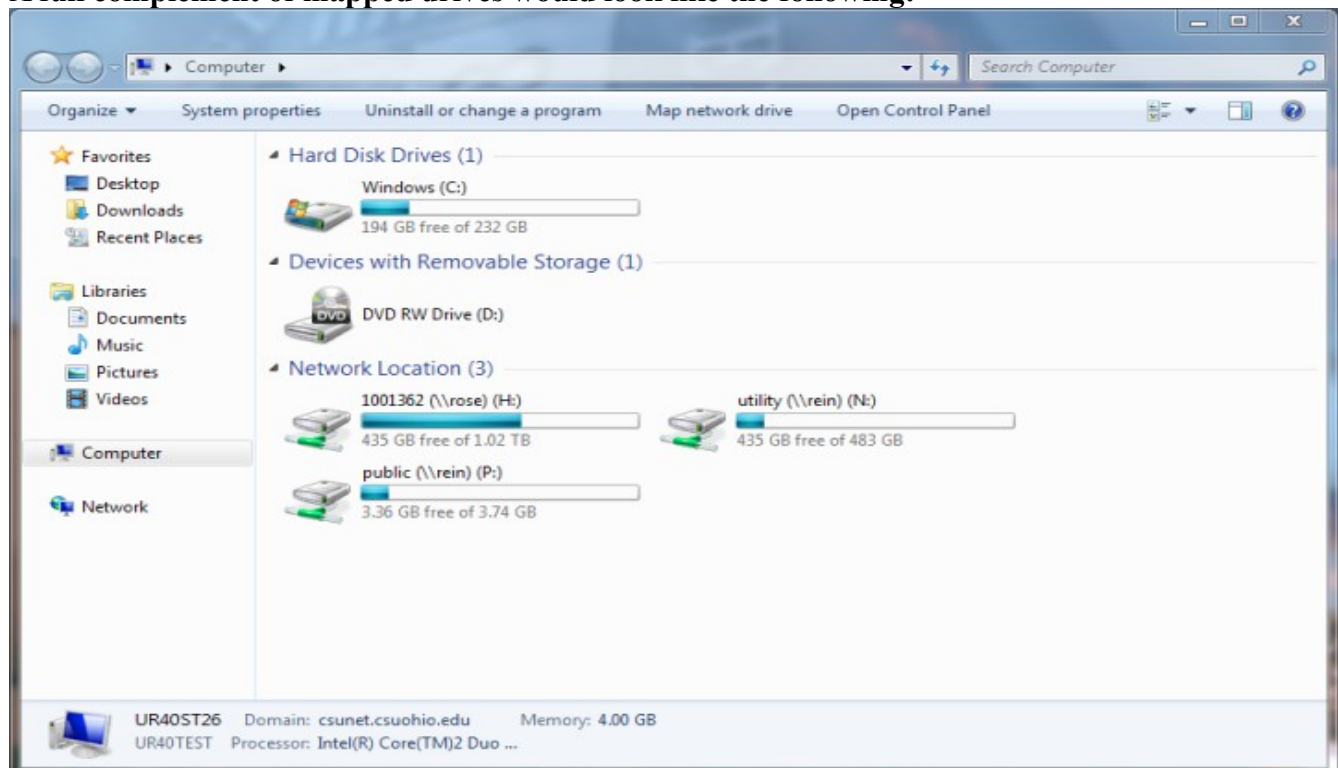
To map the "utility" / faculty directory (formerly the "N" drive), choose a different drive letter, such as "N" and type the following in the "folder" box:

`\\rein\utility`

Then click the "Finish" button.



A full complement of mapped drives would look like the following:



## Remote access to your home directory

You may access your home directory from remote locations using a web browser to download files. Using an FTP client like Filezilla, or adding an FTP plugin like FireFTP to the Firefox web browser you will be able to upload and download files from your home directory (H:\ drive.) Microsoft Internet Explorer is NOT recommended as it does not work properly with authenticated FTP sites.

### Using an FTP client

The server you want to connect to is:

[urban.csuohio.edu](http://urban.csuohio.edu).

You will be prompted for your login and password. This is your Campusnet login and password. For more detailed instructions see <http://urban.csuohio.edu/tech/> under [FTP to your home directory or shared directories from off-site](#)

### Using a web browser:

Use a browser to “get” files (you cannot “put” files or save them to your h drive using ftp via a browser unless you have added an FTP plugin).

Type the following URL into your browser, replacing "Your\_CampusnetID" with your seven digit ID number. [ftp://Your\\_CampusnetID@urban.csuohio.edu](ftp://Your_CampusnetID@urban.csuohio.edu). If you are prompted for your login use your campusnet login, when prompted for a password use your campusnet password.

Problems or questions? Contact Robert Martel [r.martel@csuohio.edu](mailto:r.martel@csuohio.edu).

Filezilla FTP Client <http://filezilla-project.org/>

FireFTP Addon for Firefox <https://addons.mozilla.org/en-US/firefox/addon/684>