

Connecting to the department file server

The server has the following shares:

[\\pharmserver\Shared](#)

General purpose, open to everyone in the department

[\\pharmserver\Labs](#)

Each lab can have its own folder, with access limited to the personnel in the lab

[\\pharmserver\Home](#)

Folders will be setup for individuals. Only the individual has access to the folder.

Permissions have to be set before you can access them.

Windows Operating Systems

If you connect to the ADS domain, the drive mappings will be done for you.

Windows XP: <http://support.microsoft.com/kb/308582>

Vista and Windows 7: <http://www.vista4beginners.com/Map-Network-Drive>

Mac OS X Operating Systems

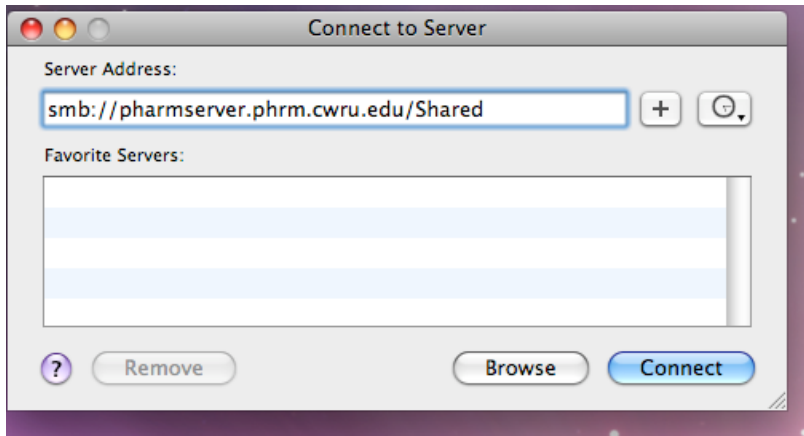
Step 1 - Open Map Dialogue

- Select **Finder**
- Open the **Go** menu and select **Connect to Server**



Step 2 - Enter the Drive Name

- Type `smb://pharmserver.phrm.cwru.edu/Shared` into the **Server Address** field, where *share* is the drive on pharmserver that you are trying to connect to:
 - [Labs](#)
 - [Shared](#)
 - [Home](#)
- Clicking the + button will add the share to your favorite servers list for easy access in the future.
- Click **Connect** to connect to pharmserver. The connection will then prompt you for your credentials.



Step 3 - Enter Campus Domain Account Information

- Type ads\ + your Case Domain Account User name into the **Name** field.
- Type your Case Domain Account Password into the **Password** field.
- After clicking **OK** you can access the mapped drive from your desktop, as seen below.

