

# Connecting to the BMB and Chemistry File Server Shares

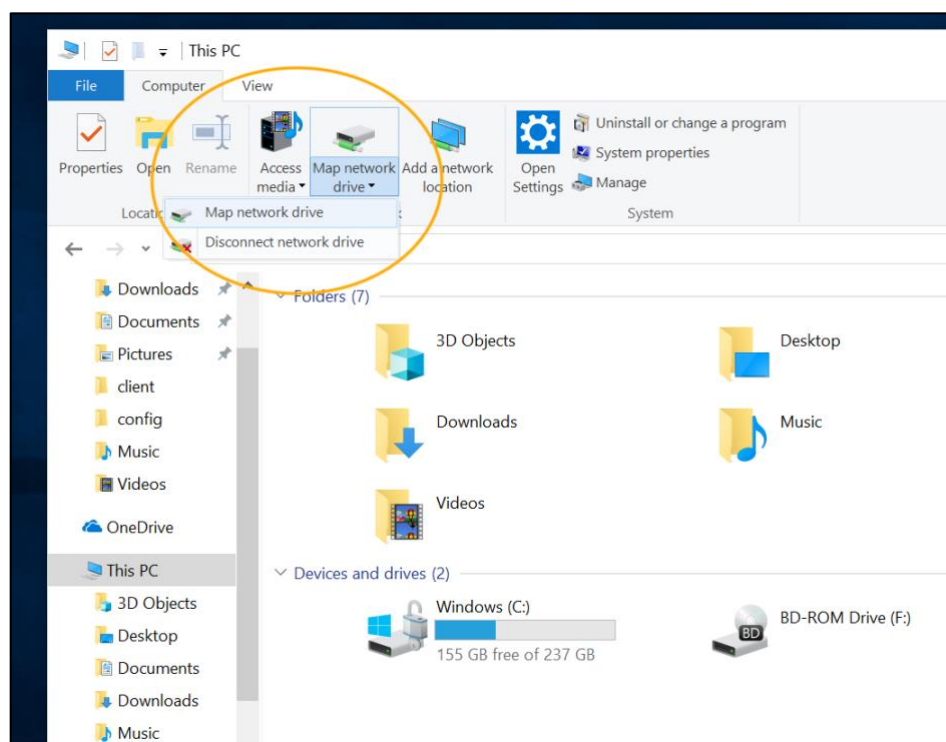
**Remember you can only connect to the file server while on Campus.**

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## Windows 10

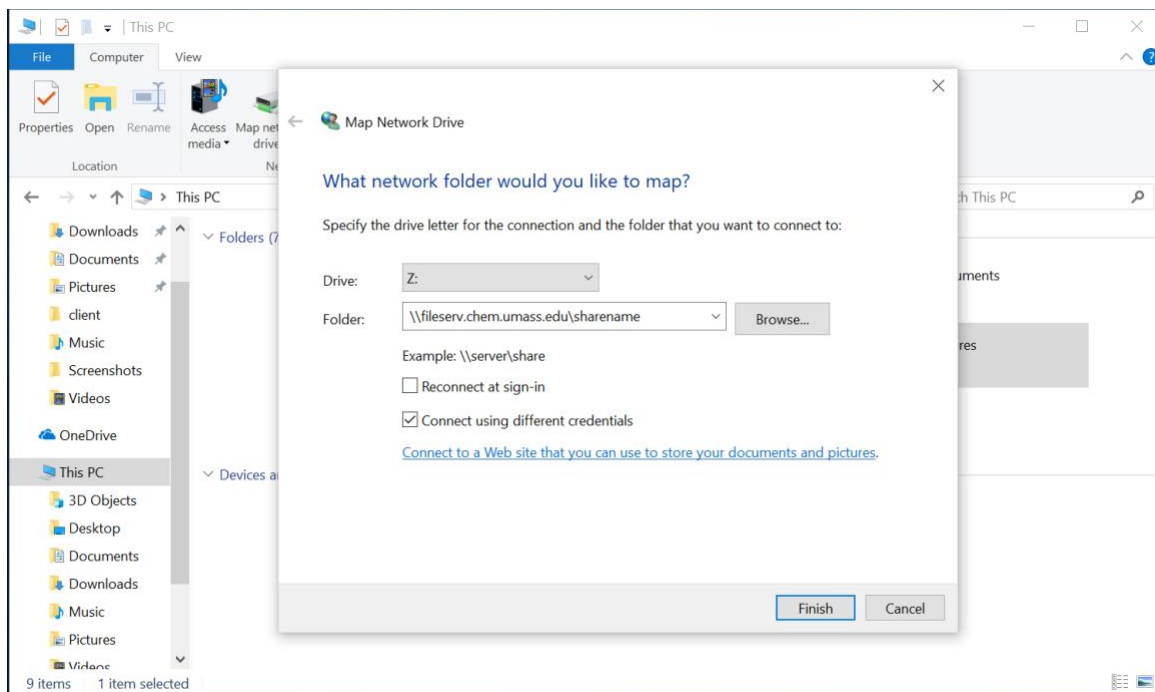
Starting with Windows 10 version 1709, using the file explorer to access the file server has been disabled due to security concerns. These instructions will therefore only address mapping a network share to a drive letter. See the Windows 7 section titled “Accessing the share from File Explorer” for previous Windows 10 versions.

1. Open a File Explorer window and click on “This PC” and select the “Map network drive” option in the top menu:

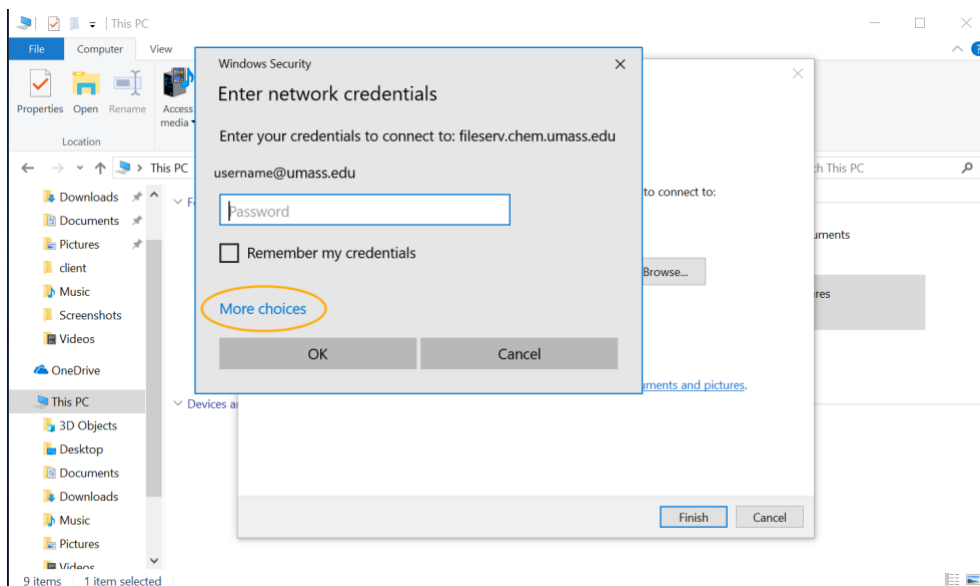


2. Enter the following:

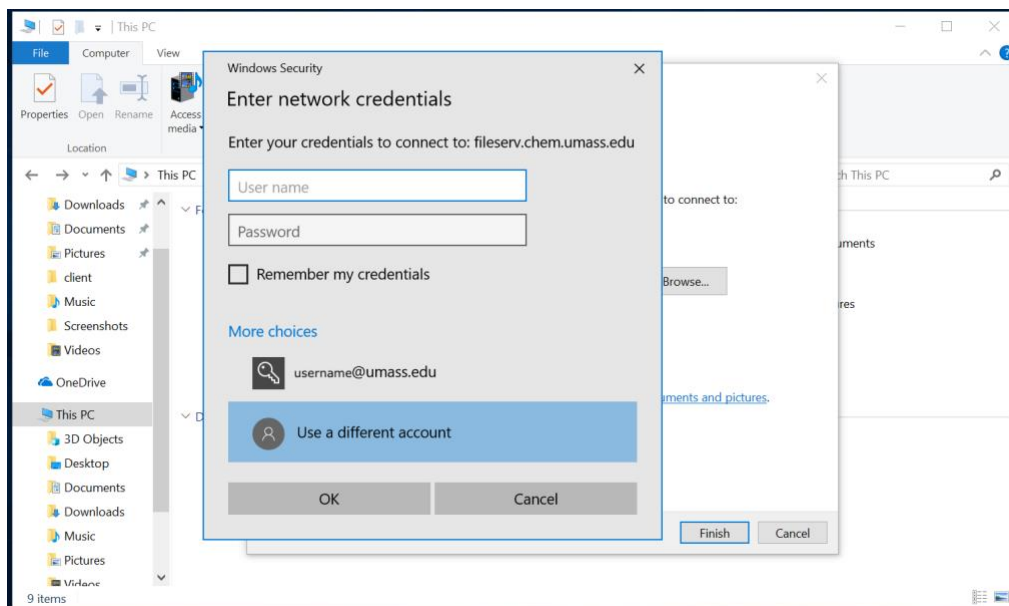
- a. Leave the drive letter as Z:
- b. Enter the address of the share
- c. Uncheck "Reconnect at sign-in" unless you want to reconnect to the share every time you sign into the computer
- d. Check "Connect using different credentials"
- e. Click "Finish"



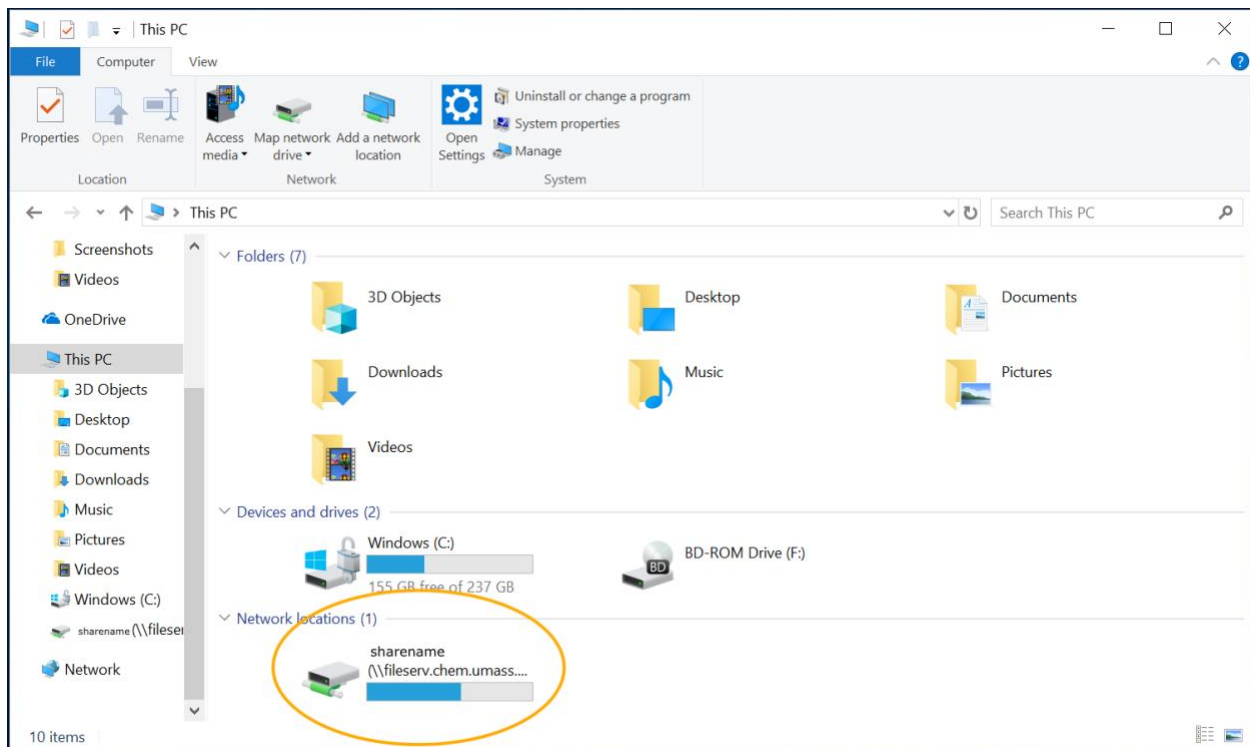
3. Select "More choices"



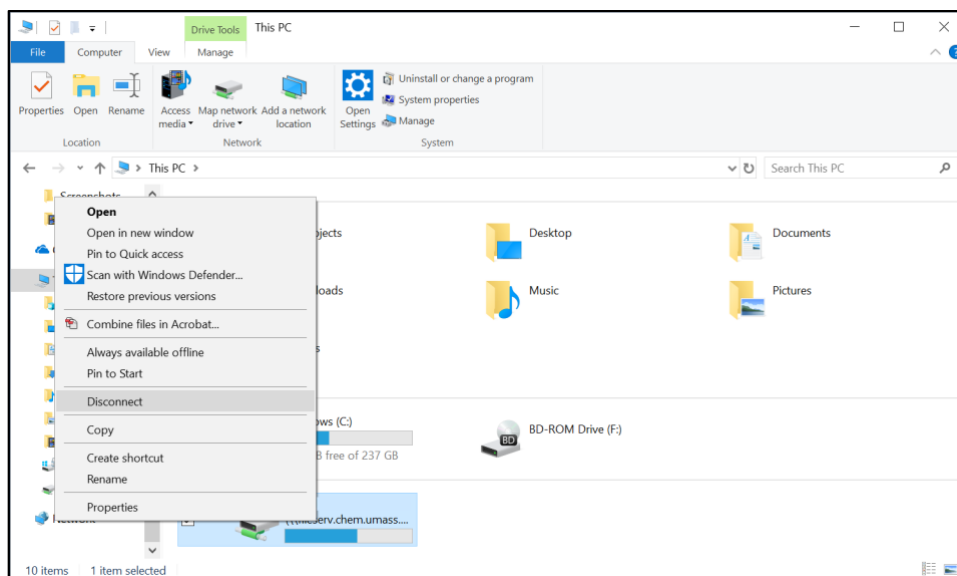
4. Select “Use a different account” and then enter your BMB or Chemistry LDAP account username and password



5. You can find the mapped drive by opening a File Explorer window and clicking on “This PC.” You should see the share under “Network locations”



6. To disconnect from the share, open a File Explorer window and click on “This PC”, right-click on the share under the “Network locations” section and click on “Disconnect”

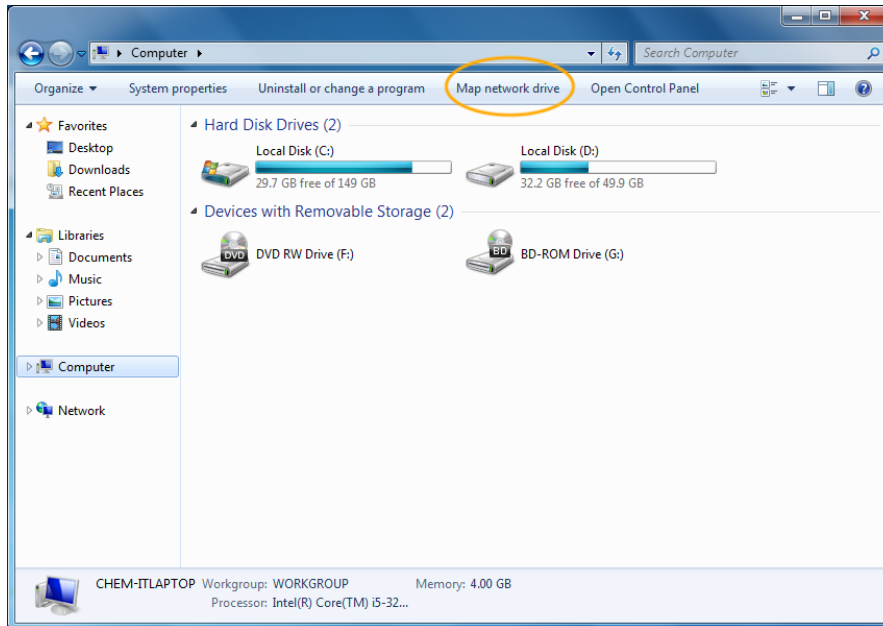


\*Please note that you may need to **restart** your computer to re-connect to the network share as a mapped drive.

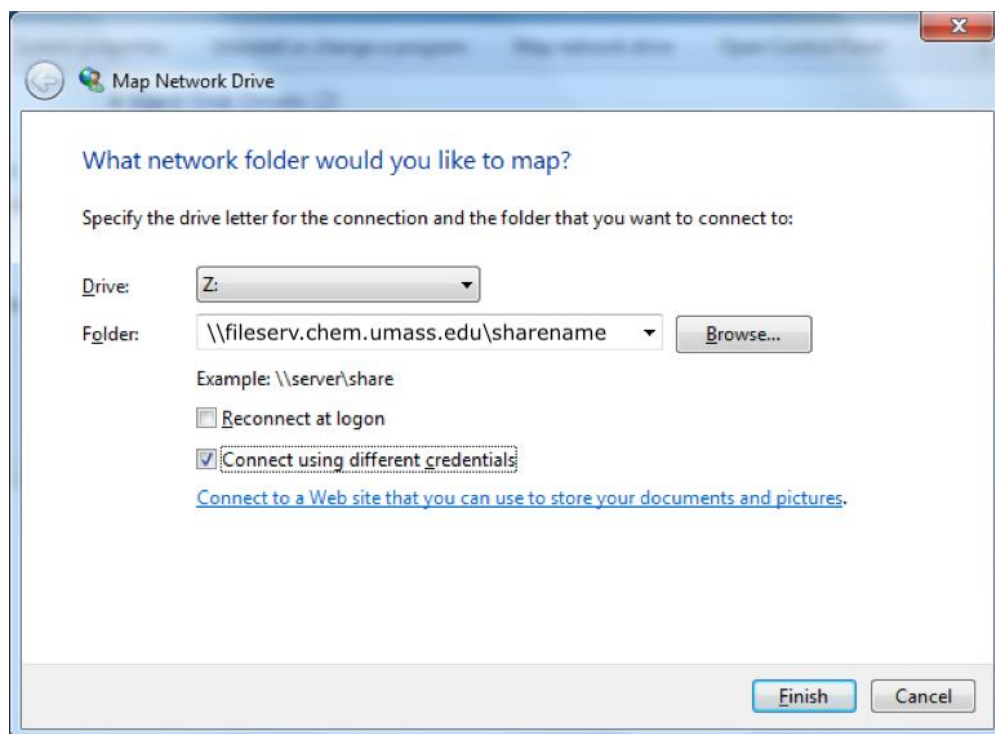
# Windows 7

## Map a Network Drive

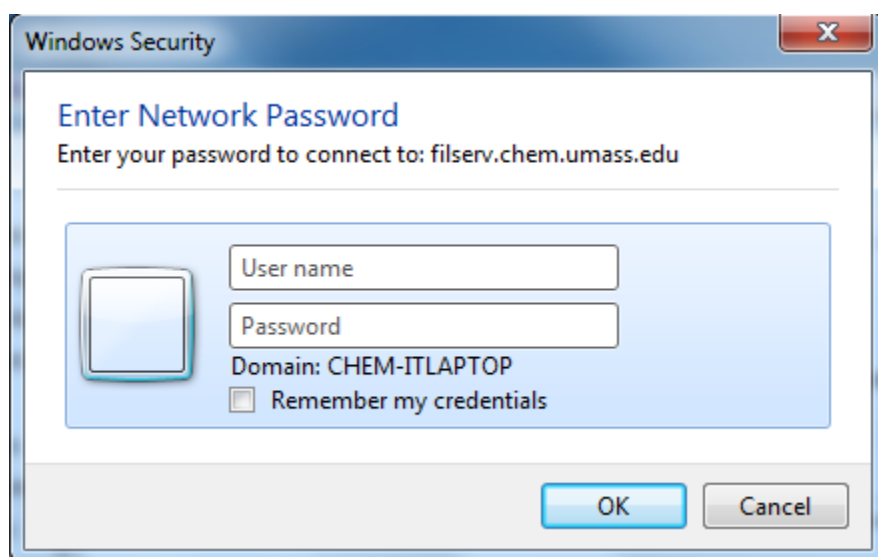
1. Open a File Explorer window, click on “Computer” and click on the “Map network drive” option in the menu



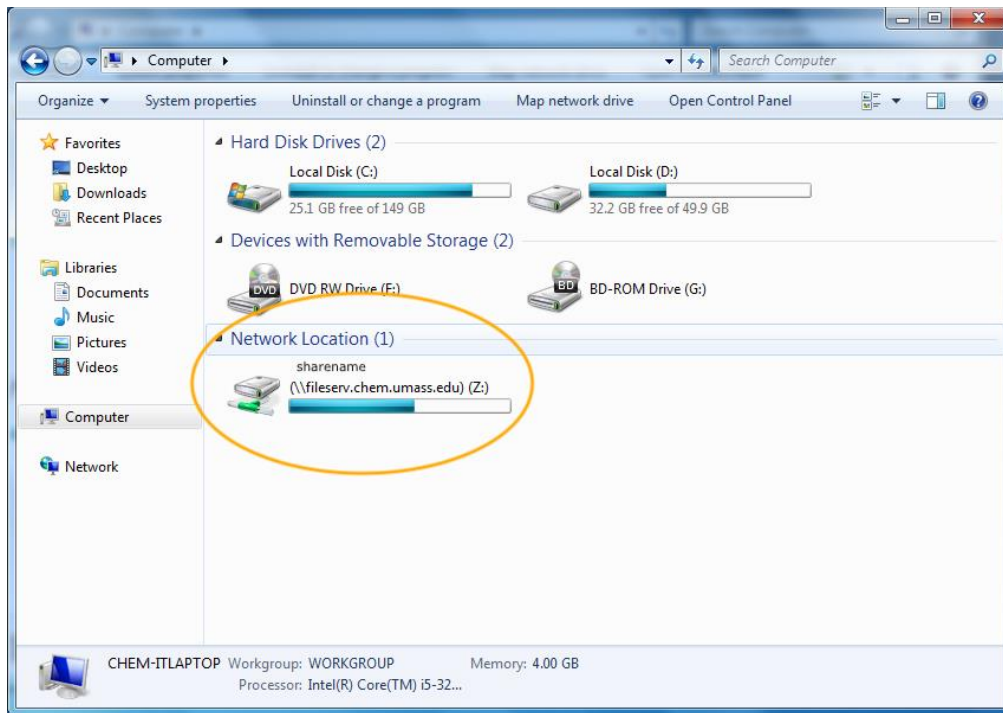
2. Enter the following:
  - a. Leave the drive letter as Z:
  - b. Enter the address of the share
  - c. Uncheck “Reconnect at logon” unless you want to reconnect to the share every time you log on to the computer
  - d. Check “Connect using different credentials”
  - e. Click “Finish”



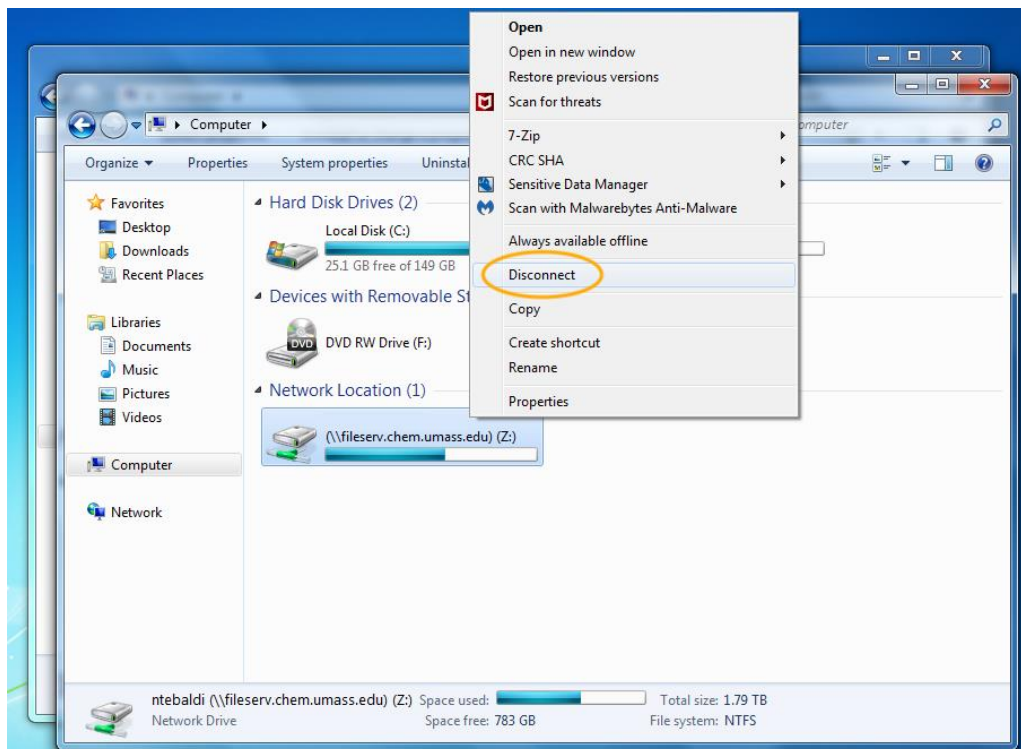
3. Enter your BMB or Chemistry LDAP username and password



4. You can find the mapped drive by opening a File Explorer window and clicking on "Computer." You should see the share under "Network Location"



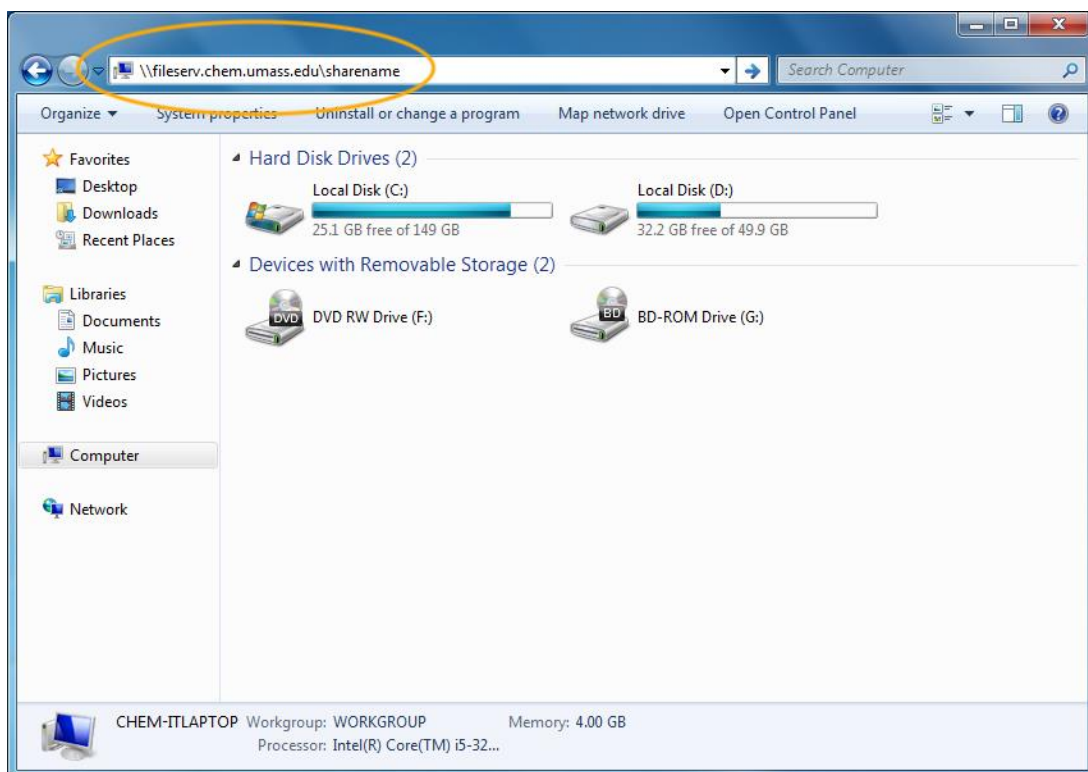
5. To disconnect from the share, open a File Explorer window and click on “Computer”, right-click on the share under the “Network Location” section and click on “Disconnect”



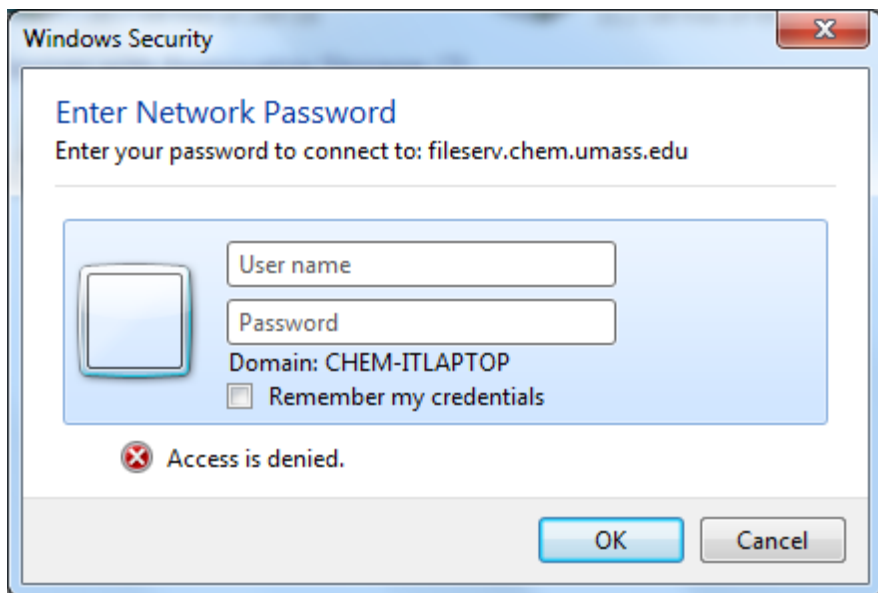
\*Please note that you may need to **restart** your computer to re-connect to the network share as a mapped drive.

## Accessing the share from File Explorer

1. Open a File Explorer window and enter the file server and share name in the address bar



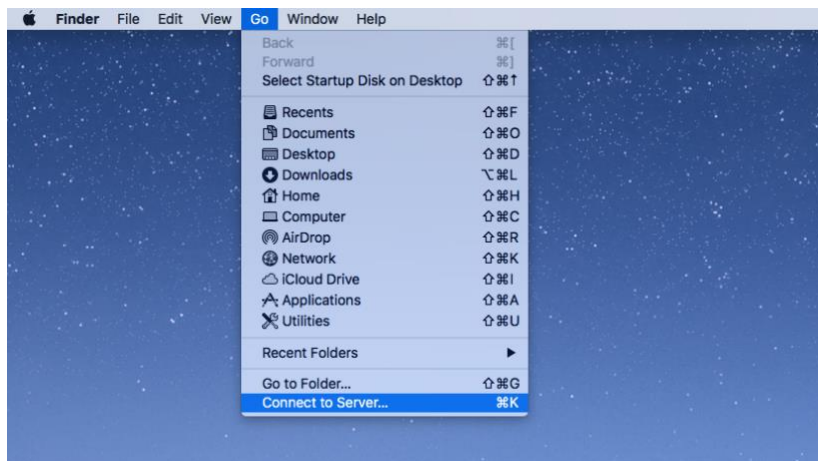
2. Log in with your BMB or Chemistry LDAP username and password



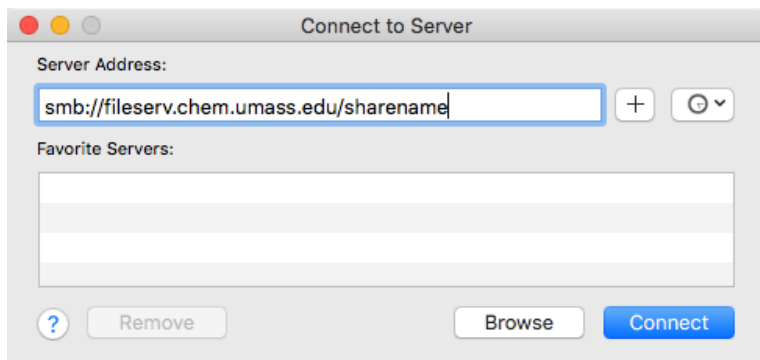


## MacOS

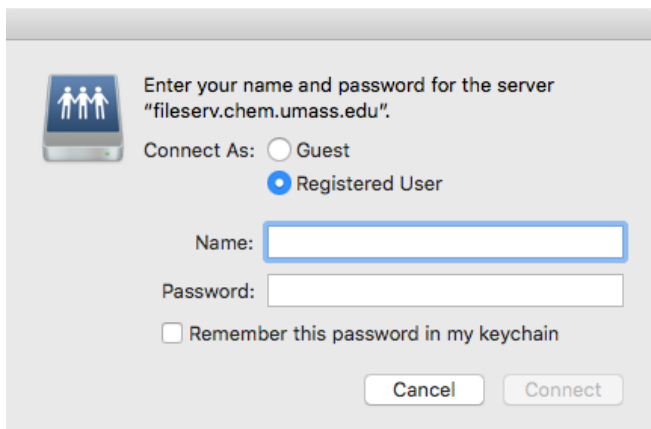
1. Open a Finder window and click on “Go” in the top Menu bar and select “Connect to Server...”



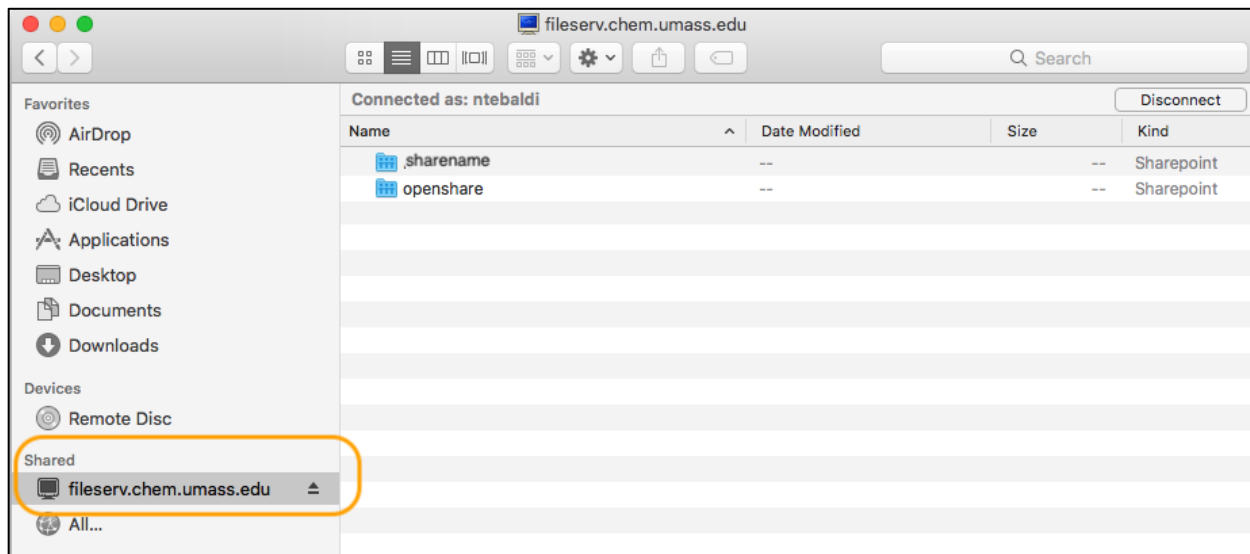
2. In the “Connect to Server” dialog enter smb://fileserv.chem.umass.edu/sharename in the “Server Address” field and click “Connect”



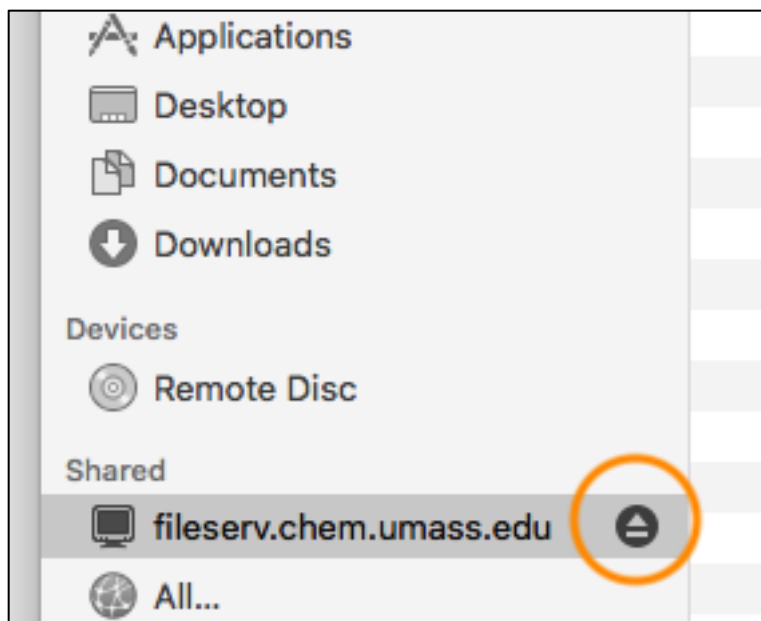
3. Enter your BMB or Chemistry LDAP account username and password and click “Connect”



4. You can find the share in a Finder window under the “Shared” section



5. To disconnect from the share, click the eject icon next to the share name



## Getting Help

If you are experiencing any issues connecting please send an email to [ithelp@chem.umass.edu](mailto:ithelp@chem.umass.edu) or [ithelp@biochem.umass.edu](mailto:ithelp@biochem.umass.edu) detailing the issue you are experiencing and including any error messages you are receiving.