Using the COMM Shares Server

Using your shares

You must have “Internet” (TCP/IP) access to reach the service.

Please note that our fileserver address has been amended to fileserver.moody.utexas.edu. The old address of fileserver.communication.utexas.edu is still valid and routes to the new fileserver. In addition, we have added fileserver2.communication.utexas.edu which will route to fileserver2.moody.utexas.edu.

<table>
<thead>
<tr>
<th>Share Name</th>
<th>NEW Server address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class_folders</td>
<td>fileserver2.moody.utexas.edu</td>
</tr>
<tr>
<td>Department_folders</td>
<td>fileserver.moody.utexas.edu</td>
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<tr>
<td>Research_projects</td>
<td>fileserver.moody.utexas.edu</td>
</tr>
<tr>
<td>Temp_transfer</td>
<td>fileserver2.moody.utexas.edu</td>
</tr>
</tbody>
</table>

Classes share instructions:

**Macintosh OS X:**

Click "Connect to server from the "Go" menu in the Finder.

Type `smb://fileserver2.moody.utexas.edu/class_folders` into the "Server Address" field, click "Connect."

Enter your EID username and password and click "OK."

You should now have the class_folders volume mounted on your desktop.

Note: College computer labs have a “class_folders” shortcut on the dock. Just double-click this shortcut and proceed with the login instructions (#3 above).

**Accessing shares from Mac labs shortcuts.**

**Windows Vista & 7:**

Right click on "Network."

Click on "Map Network Drive."

Choose a drive letter (doesn't matter which).

Type `\fileservers.communication.utexas.edu\class_folders` into the "Folder:" field.

Click "Connect using a different user name."

Type AUSTIN (in all caps), backslash, then your eid. It will look like: AUSTIN\your EID

Type your eid password into the dialog box and hit "OK."

Click finish.

You should now have "class_folders" listed as the drive letter you chose above visible in "Computer."

Note: College computer labs have the "class_folders" share mounted in “My Computer.” Just peek inside “My Computer” to get into your “class_folders” folder.

**Research Projects share instructions:**

**Macintosh OS X:**

Click "Connect to server from the "Go" menu in the Finder.

Type `smb://fileserver.moody.utexas.edu/research_projects` into the "Server Address" field, click "Connect."

Enter your EID username and password and click "OK."
You should now have the projects volume mounted on your desktop.

Note: College computer labs have a “research_projects” shortcut on the dock. Just double-click this shortcut and proceed with the login instructions (#3 above).

**Windows Vista & 7:**

Right click on "Network.”

Click on “Map Network Drive.”

Choose a drive letter (doesn't matter which).

Type `\\fileserver.moody.utexas.edu\research_projects` into the "Folder:" field.

Click "Connect using a different user name.”

Type your EID and password into the dialog and hit "OK.”

Click finish.

You should now have "research_projects” listed as the drive letter you chose above visible in "Computer.”

Note: College computer labs have the “projects” share mounted in “My Computer.” Just peek inside “My Computer” to get into your “research_projects” folder.

**Transfer share instructions:**

**Macintosh OS X:**

Click "Connect to server from the "Go" menu in the Finder.

Type `smb://fileserver2.moody.utexas.edu/temp_transfer` into the "Server Address" field, click "Connect.”

Enter your EID username and password and click "OK.”

You should now have the transfer volume mounted on your desktop.

Note: College computer labs have a “temp_transfer” shortcut on the dock. Just double-click this shortcut and proceed with the login instructions (#3 above).

**Windows Vista & 7:**

Right click on “Network Places.”

Click on “Map Network Drive.”

Choose a drive letter (doesn't matter which).

Type `\\fileserver2.moody.utexas.edu\temp_transfer` into the "Folder:" field.

Click "Connect using a different user name.”

Type your EID and password into the dialog and hit "OK.”

Click finish.

You should now have "temp_transfer” listed as the drive letter you chose above visible in "Computer.”

Note: College computer labs have the “temp_transfer” share mounted in “My Computer.” Just peek inside “My Computer” to get to the “temp_transfer” share.

**Accessing shares from off campus.**

*Using Cisco VPN to access shares from outside of campus.*