

# 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.

Share Name	NEW Server address
Class_folders	fileserver2.moody.utexas.edu
Department_folders	fileserver.moody.utexas.edu
Research_projects	fileserver.moody.utexas.edu
Temp_transfer	fileserver2.moody.utexas.edu

### 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.](#)