

Accessing the FileShare (updated 6/2016)

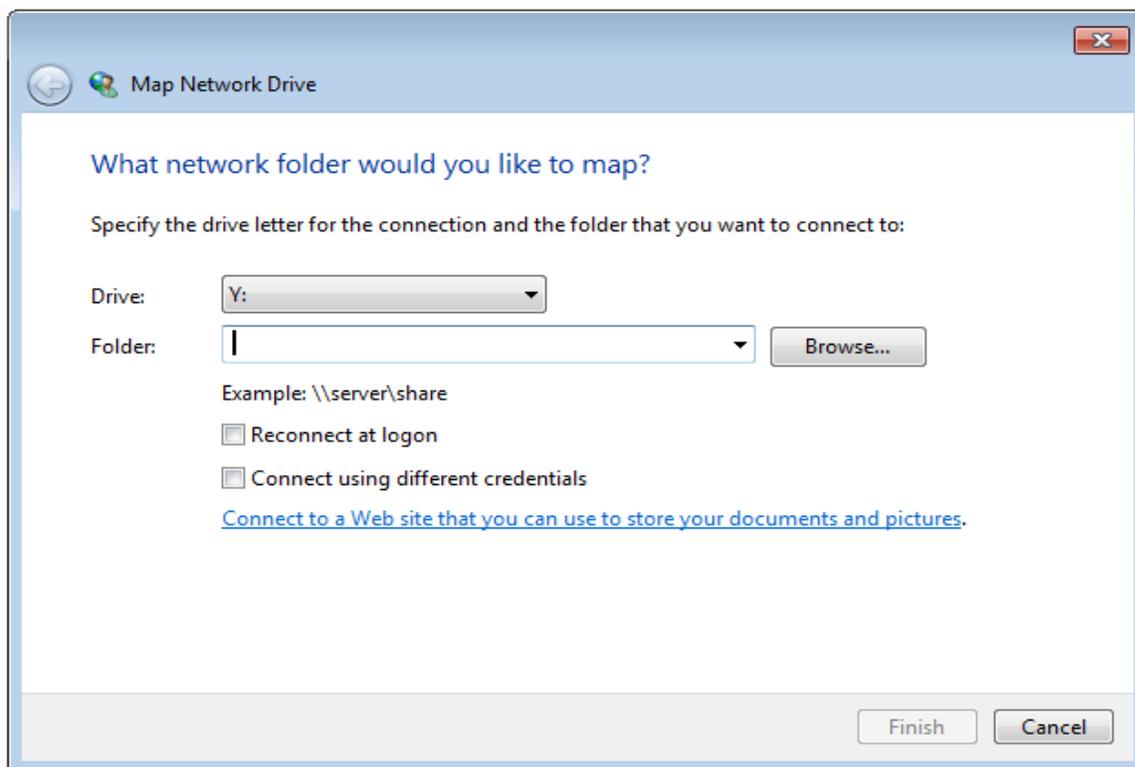
Note that using the FileShare is entirely voluntary and not secure. Files in all folders can be accessed and manipulated by all users. Access to the fileshare is limited to computers on the Cornell campus unless you are running VPN (Virtual Private Network) from home. Otherwise you have to retrieve your files before you leave campus.

Undergrads will not be able to log in to Cornell domain until they have created an exchange account here:
<https://netid.cornell.edu/adactivation/password.html>

Set up your computer one time as follows:

For PCs:

- 1) In the (My) Computer Window, find in the top bar **Map network drive**
- 2) Use whatever Drive letter you want
- 3) Copy paste this address into Folder:
\\files.cornell.edu\RS\biotech\CUSTOMER\Imaging
- 4) If this is your personal computer, check Reconnect at logon



- 5) Finish
- 6) Login with your full netid email address (netid@cornell.edu) and netid password

You only have to map the drive one time, after this it will be in your (My) Computer window under Network and you just have to login.

For Macintosh Operating Systems:

- 1) In the Finder menu, choose Go>Connect to Server
- 2) Copy and paste this address in to Folder:
smb://files.cornell.edu/RS/biotech/CUSTOMER/Imaging

(If the Mac is running OSX 10.6 or earlier, use this address instead:

smb://rs-biotech.files.cornell.edu/rs-biotech/CUSTOMER/Imaging

- 3) Login with your full netid email address (netid@cornell.edu) and netid password
- 4) This may not work for students, see below. If it does work, let me know.

If you have problems accessing the Fileshare

The Fileshare is accessed through Cornell domain accounts which are tied into the Exchange email system that only faculty and staff use. Students may not have the proper account permissions by default to allow them to login to the Cornell domain computers. There is a system in place to provide students limited Exchange accounts if they need them (typically for student workers and also our users).

About halfway down the page is a link to "Exchange Email Activation". **This is the same for both undergraduates and grad students.**

http://www.it.cornell.edu/services/guides/student_email/howto/undergrad-exchange.cfm