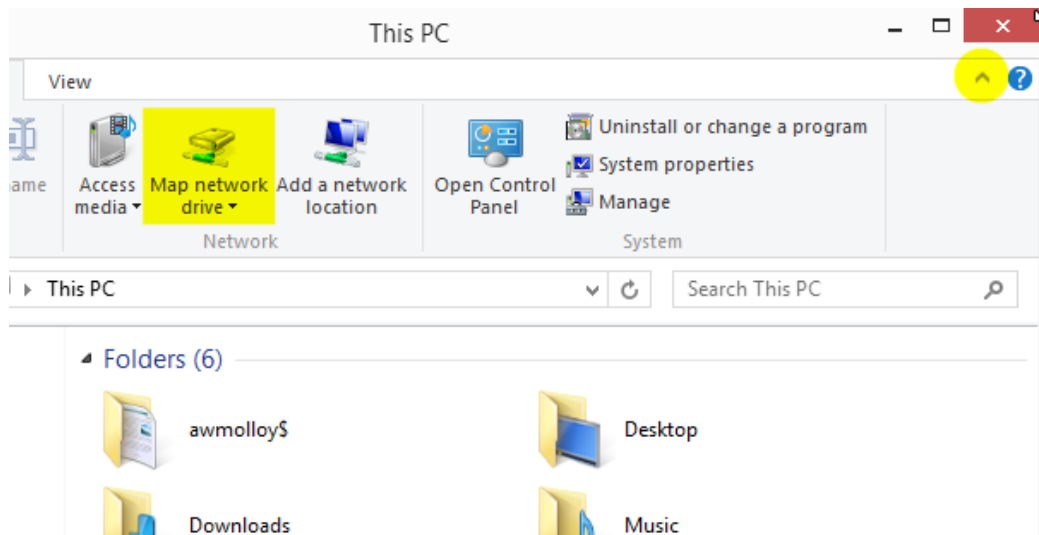


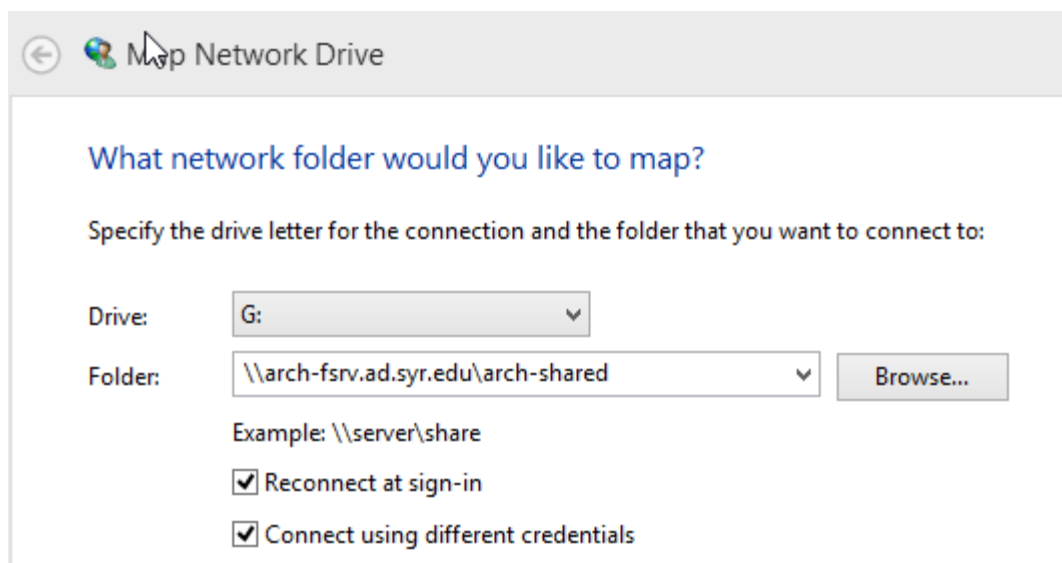
## How to add the school network folders on your laptop (for students)

### Windows

1. This method works ONLY on campus (connected to AirOrangeX).
2. Click the Start button > This PC or Computer.
3. Look on the ribbon or toolbar for 'Map network drive' and click it. If you don't see it, click the small expansion arrow in the upper right to show the ribbon.

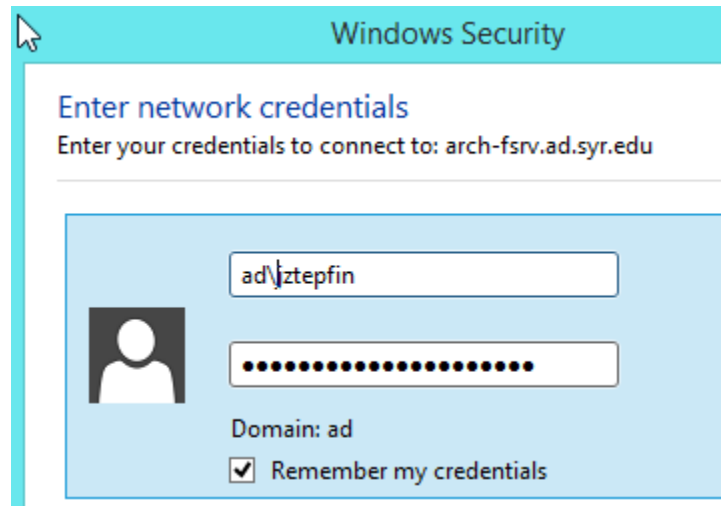


4. In the Map Network Drive box:
  - a. Set Drive to G
  - b. Set Folder to \\arch-fsrv.ad.syr.edu\arch-shared
  - c. Enable 'Reconnect at sign-in'



- d. Enable 'Connect using different credentials' and click Finish.

- e. In the Windows Security box, type your NetID, preceded by “ad\” (without the quotes!). Fill in your password, click the ‘Remember my credentials’ box, then click OK.



5. You should now have a 'G' drive, which contains the following shared network folders:
- Archive - This is where you turn in your work at the end of the semester (the folder will not appear until later in the semester). There will be folders set up for each course and you can drop your files in the appropriate locations.
  - Student Courses - Contains shared course folders, if your professor asked for one to be set up.
  - Student Drop - Use this area to submit your files for the 3D printers, CNC mill and Cinema 4D render farm.
  - Student Resources - Here you can find software such as V-Ray for Rhino, the Drawing and Map Archive, printer color palettes, laser cutter templates and the Architects Slide Collection.
  - Student Scans - After scanning a large format document or image on the printer Luma in the plot room (which has a built-in scanner), the files show up in this folder. Files in this folder are read-only and are auto deleted after 24 hours. You may need to use the file timestamps to determine which ones are yours.
  - Student Scratch - This temporary, shared space is accessible to all students in NYC and Syracuse. Files can be stored here for up to 24 hours, but may be deleted earlier if the drive runs low on space. Files are deleted after 24 hours.
6. Lastly, to access your personal Documents folder (H drive) on the server, go back to Step 2 and add a new mapped drive for H. In step 3b, you will have to enter the correct folder (don't use the same one you used to map the G drive). Here is how to find out the folder:

- a. Open a web browser and login at <http://sura.syr.edu>.

- b. On the Mapping Drives tab, write down or copy the Windows Path, which should be something similar to (but not necessarily the same as) \\hd.ad.syr.edu\03\82504\Documents.

Location	Platform	Path
Home Directory (H:)	Windows	\\hd.ad.syr.edu\03\82504\Documents

- c. Now go back to Step 3b and use this Windows path in the Folder box and continue with the steps.
- d. When done you should have drive H pointing to your Documents folder on the server. This enables you to easily move files back and forth between the lab computers and your own laptop.

Note: when you restart your computer, the mapped drives should automatically reappear when you are on AirOrangeX. If you are off campus, you may see an alert about 'disconnected drives', since mapped drives only work on campus. Just ignore the message and next time you are on the campus network they should connect normally.

- e. There IS a method to access your Documents (H drive) from off campus:

Open a web browser and go to <http://drive.syr.edu>. Login and you should see your files.