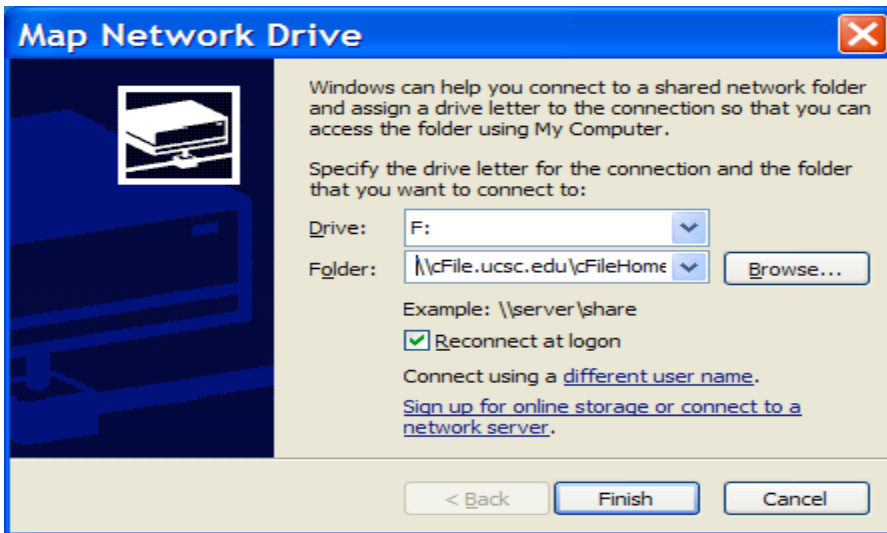
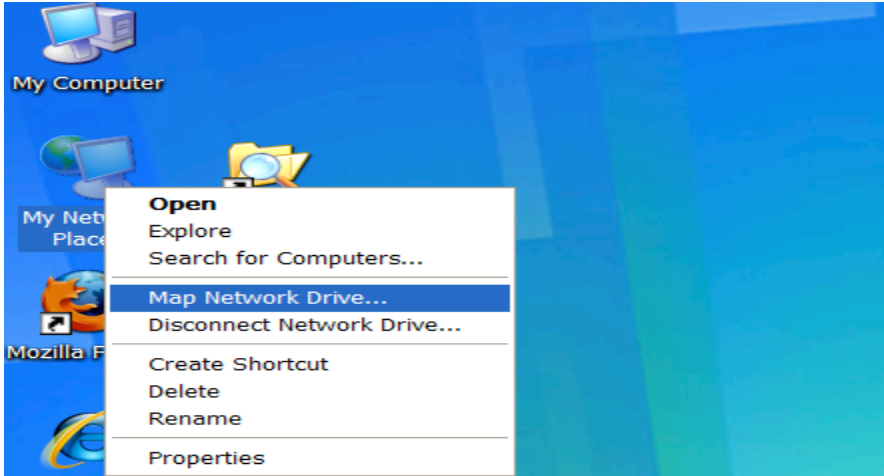


## Connect to cFile by 'Mapping a Network Drive'

Mapping a network drive refers to associating a drive letter (e.g., F) with a folder on a networked computer (cFile). Once a network drive is 'mapped', it may be referred to with the drive letter instead of the network address. This is an easy way to connect to either your personal folder on cFile, or to a folder that you share with other cFile users for group projects.

To map a network drive, right click 'My Network Places', and choose 'Map Network Drive'.



Once the 'Map Network Drive' window is open, choose a drive letter that will be associated with your cFile folder. Any unused drive letters may be used. Past convention on barter, debate, mind, plebe and zzyx has been to use F for personal folders and J for the projects folder.

Type

\\cFile.ucsc.edu\cFileHomes\\*\*your account name\*\*

(e.g., \\cFile.ucsc.edu\cFileHomes\davec )

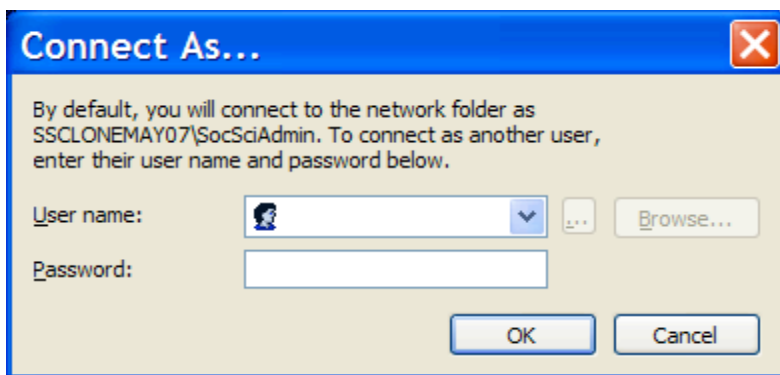
or

\\cFile.ucsc.edu\cFileProjects\\*\*your shared folder name\*\*

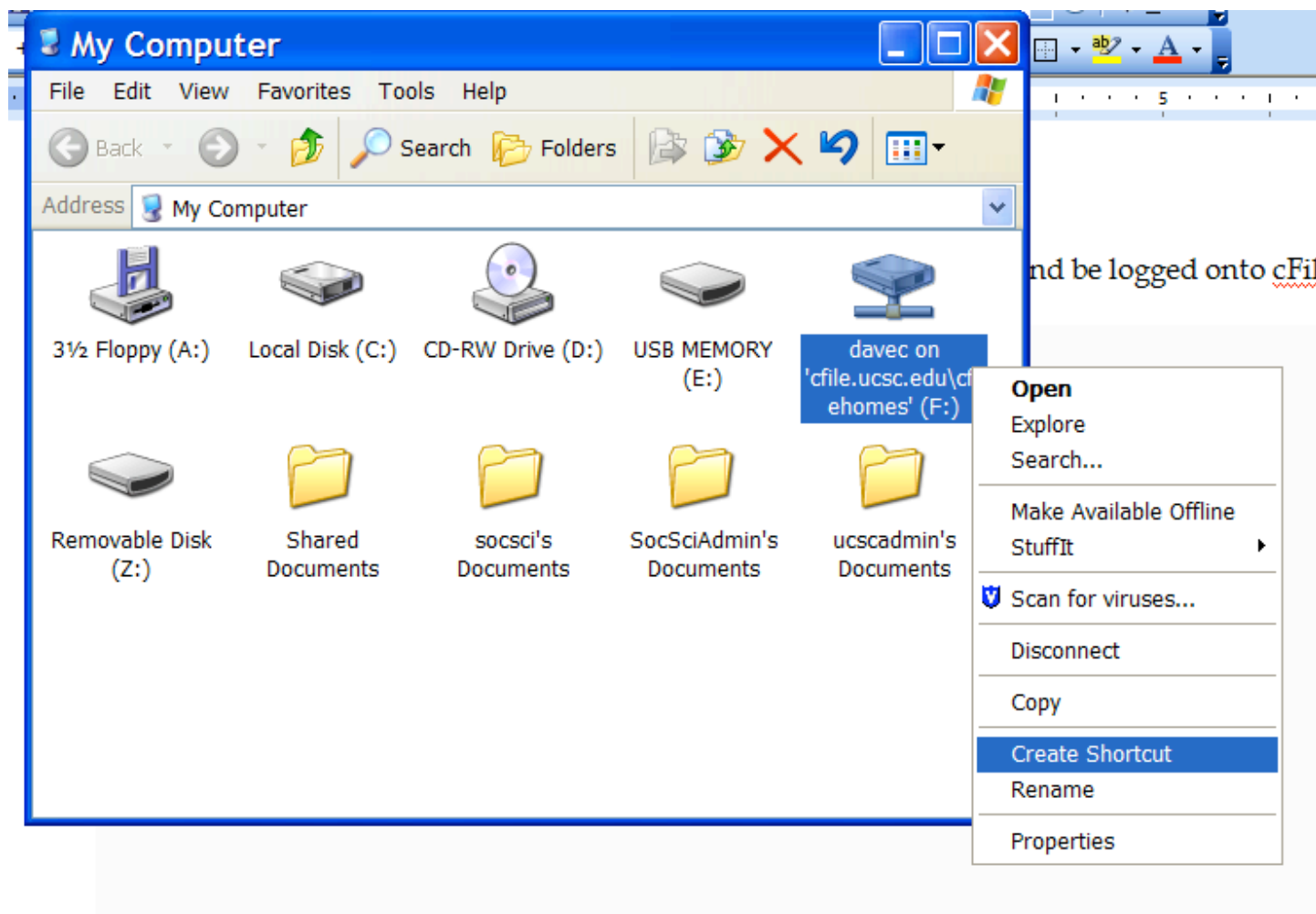
(e.g., \\cFile.ucsc.edu\cFileProjects\Economics )

into the 'Folder:' box. Check 'Reconnect at Login'.

At this point you will be prompted for your cFile login and password and be logged onto cFile.



Now make a 'shortcut' to your 'mapped network drive'. Open 'My Computer', right click on the 'mapped network drive' and choose 'create shortcut'. Place the shortcut on your desktop. This shortcut provides an easy way to connect directly to your cFile folder on subsequent logins without going through this procedure for 'Mapping a Network Drive'. You may also make a shortcut to a projects folder.



## Close off Access to your cFile Folder

Click on Start, go to 'Shut Down', and choose 'log off ...', 'restart' or 'shutdown'.

## Getting Help

For assistance, please contact the UCSC IT Help Desk at 459-4357, or [help@ucsc.edu](mailto:help@ucsc.edu)

or

Dave Carlson, [davec@ucsc.edu](mailto:davec@ucsc.edu)

Paul Sosbee, [paul@ucsc.edu](mailto:paul@ucsc.edu)

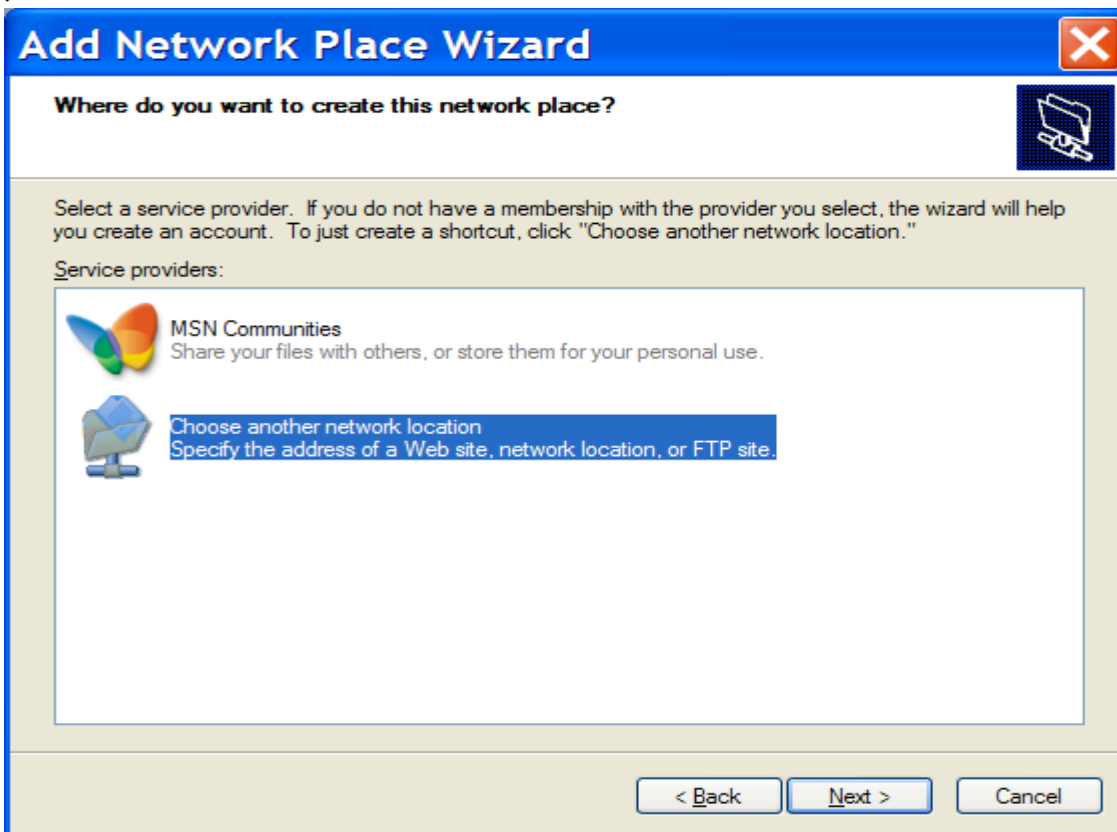
Mike Edmonds, [medmonds@ucsc.edu](mailto:medmonds@ucsc.edu)

## Connect to cFile with 'My Network Places'

'My Network Places' is an alternative method for connecting to cFile. You may use either 'My Network Places' or 'Mapping a Network Drive'. 'Mapping a Network Drive' allows the choice to 'Reconnect at Login', and may be preferred, especially for office machines (in contrast to laptops that are often not connected to the UCSC network).

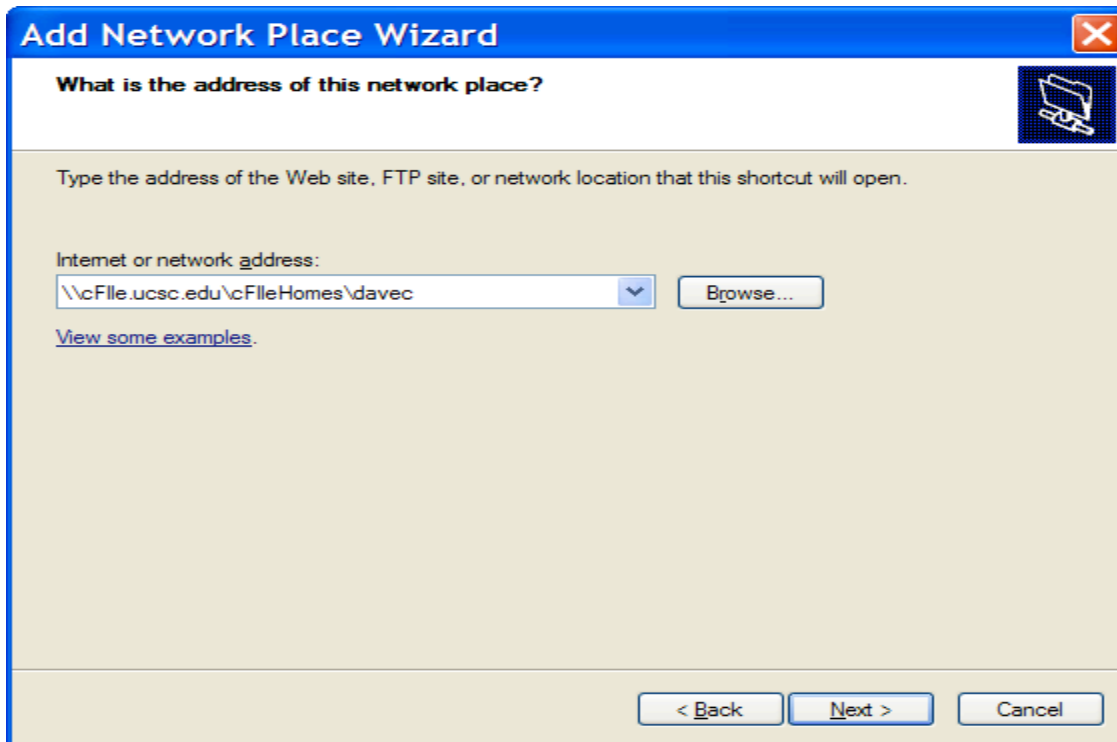
To connect, open 'My Network Places' from the Windows desktop. If icons exist for cFileHomes or cFileProjects, just click on them and login with your cFile login and password (the password is not the same as your barter, debate, mind, plebe or zzyx password).

If no icons exist for your cFile folders, click 'Add Network Place', then choose the icon labeled 'Choose another network location' (do not choose MSN Communities) and then 'next'.

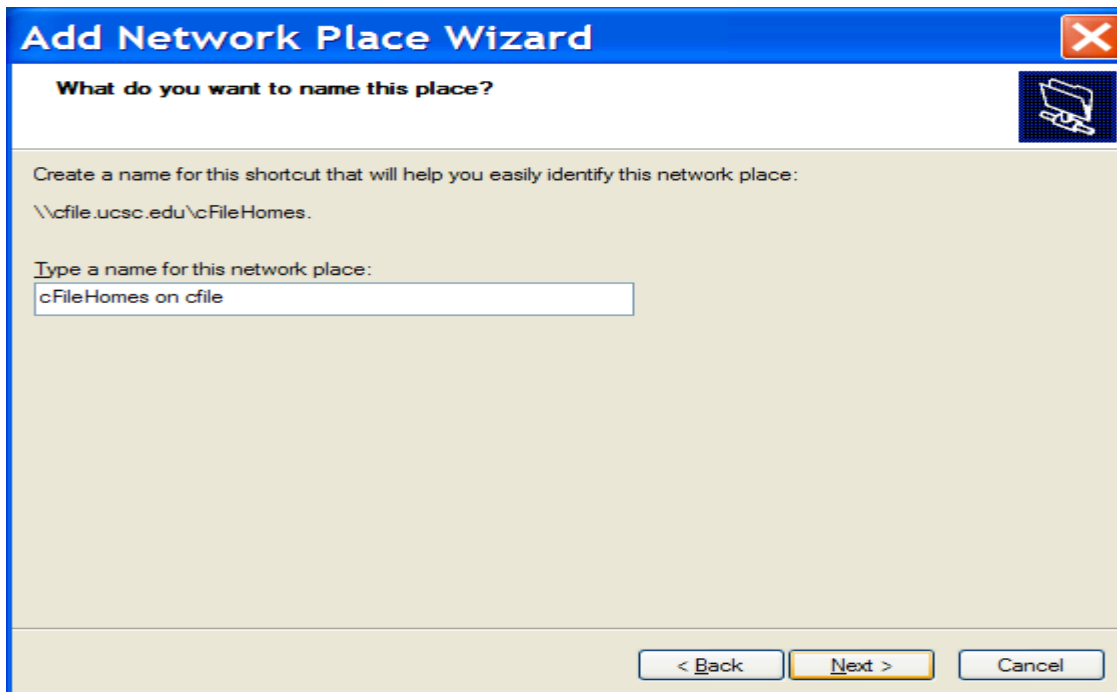


Type `\\cFile.ucsc.edu\cFileHomes\**your account name**` or  
`\\cFile.ucsc.edu\cFileProjects \**your shared folder name**`

into the 'Internet or network address' box and then choose 'next'.



Login to cFile and then type a label for this 'network place' (one will be filled in for you, change only if you'd like a different label) and choose 'next'.



To ease connecting to cFile, make a 'shortcut' to this 'Network Place'. Open 'My Network Places,' right click on your cFile folder, drag to the desktop and choose 'Create Shortcuts here'. This shortcut provides an easy way to connect directly to your cFile folder on subsequent logins without going through this procedure for 'My Network Places'. You may also make a shortcut to a projects folder.

## Close off Access to your cFile Folder

Click on Start, go to 'Shut Down', and choose 'log off ...', 'restart' or 'shutdown'

