

Accessing Your Files on the File Server – Windows XP and Vista

To access your directory on the file server, you must either be on campus and connected to a network via wireless or cabled LAN connection, or from off campus logged in via the VPN software. In the event you need information about the VPN software there you may navigate to:

http://www.law.uc.edu/library/ITFall09_offcampusfiles.shtml

Either double-click the “My Computer” icon or navigate to Start->My Computer via the Windows Start Menu.

Locate the address bar. If you do not see an address bar you must activate it by selecting View -> Toolbars -> Address Bar.

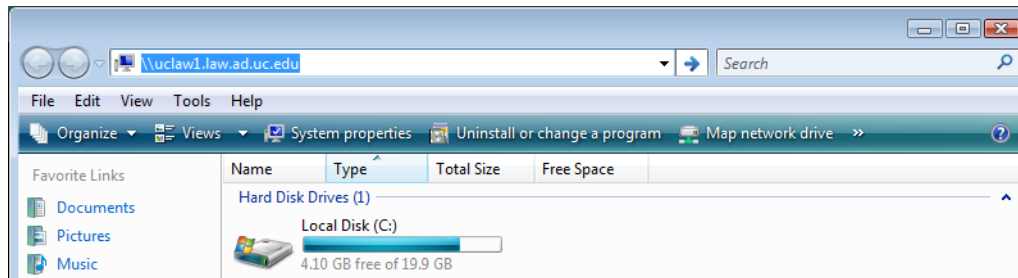


Figure 1

In the address bar enter [\\uclaw1.law.ad.uc.edu](http://uclaw1.law.ad.uc.edu) as displayed in Figure 1 and press enter.

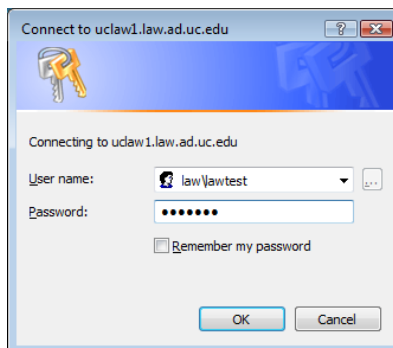


Figure 2

You should be prompted for a password as displayed in Figure 2. Use your lab login preceded by “law\” and your lab login password, and click OK.

If you are given the option, you may select “Remember My Password” for future sessions; otherwise you will need to enter this address every time you reboot your system or disconnect from the university network.

You will be presented with a list of folders and printers.

Double-click the folder labeled “studentusers”, and then double-click the folder that corresponds to your user account. In the folder you should see your files that reside on the server. If you were to save a file to the “My Documents” directory on a lab computer, the files would appear here.