

## Connecting to a network file share

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### Default

These instructions are for RIT users connecting to file shares either

- **From an RIT-owned computer**
- **From a personal computer on the RIT network (locally or via RIT VPN)**

In some cases, the appropriate servers may already be connected to your computer. Check before you reconnect a new share.

**Logging into a workstation with your RIT credentials** *should* give you the appropriate access to fileshares (if you have been granted access to them) automatically. **If you are logged with a different user account than the one you need to connect with,** please view the links below for “more details” or contact MAGIC tech.

### Example

Cloud Option - for users trying to access CAD myshares

There's an alternative solution to accessing CAD myshares and other shares that does not require connecting a drive or accessing via RIT network - visit <https://cloud.cad.rit.edu>

## For MacOS Users

1. While **Finder** is active, navigate to **Go > Connect to Server** (or use the keyboard shortcut **CMD + K**)

- 1.



2. In the “Connect to Server” dialogue pop, enter server/share address and connection protocol with the following format

1. i.e. connecting to CAD myshares - enter `smb://cad-files.rit.edu/myshares`

- 2.



3. See Apple's site for [more details](#)

3. If you are logged in with your RIT credentials and have access to the share, it should now be visible/connected in Finder. Otherwise, you may have to log in with appropriate credentials.

#### Warning

Note: the use of file paths in these examples have different directions for "/" and "\" depending on what platform you're using.

## For Windows Users

1. Open the "Run" dialog form the start menu, or use the keyboard shortcut (WIN + R)

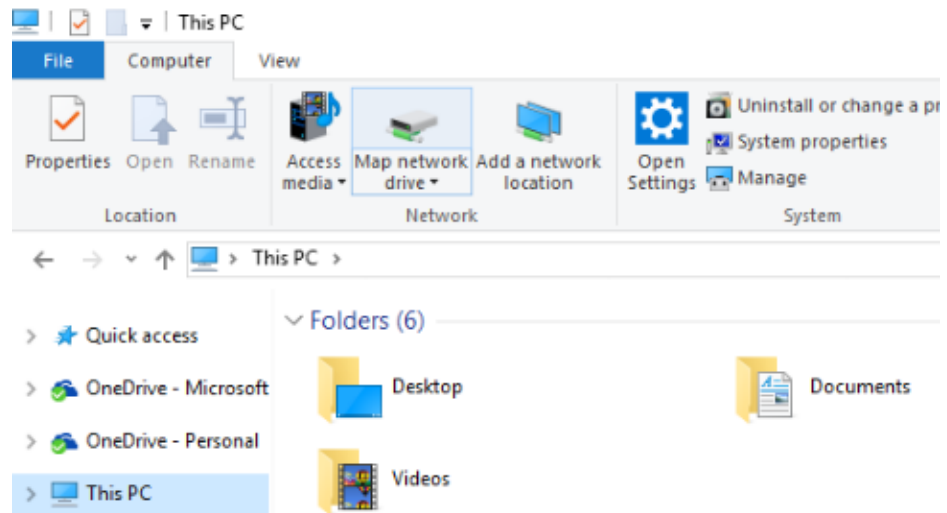
1. In the dialog, type `\\cad-files.rit.edu\myshares`

2. A small square icon with a red 'X' inside, likely representing an error or a warning.

3. Windows defaults to SMB connections. For connecting via other protocols, contact MAGIC tech.

2. Alternatively, you can connect to a share and mount it as a network location OR a mounted network drive (with a Windows drive letter) by **navigating to the File Explorer, then to "This PC"**

1. On the top toolbar, navigate to the **"Computer" tab**



2.

3. Here, you'll find options to **“Map a network drive”** or **“Add a network location”**