

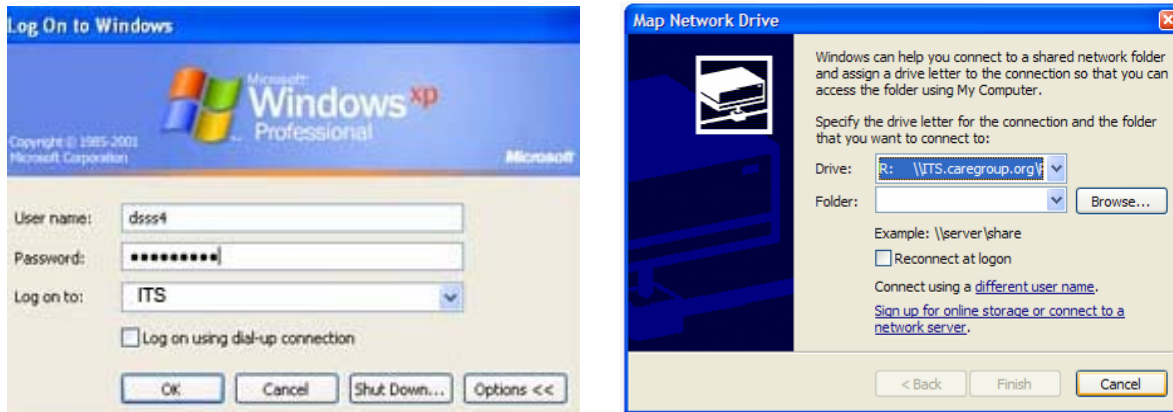
Instructions for connecting your PC or Mac to a central file share

(Click on your computer type below for specific instructions)

[PC Computers](#)

[Mac Computers](#)

PC Computers: If your machine is **not** a part of the ITS domain (i.e.: you do not see the login screen in Figure 1 when you start your computer), you will not automatically have an H: and R: drive mapped after you log on to your system.

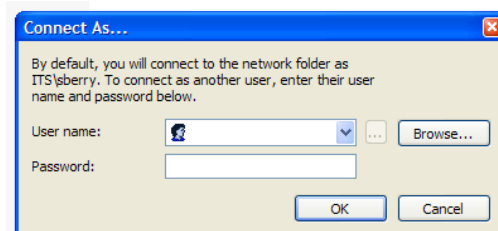


To permanently map these drives complete the following after you have logged into your computer or started your machine: Open the **File Explorer** (Right click **Start** then **Explore**).

If you do not see an H: and / or R: drive map under **My Computer**, you need to map these by clicking **Tools** then **Map Network Drive...**

(make sure you take note of the H drive fileserv parameters listed on a computer that is part of the ITS domain or you can contact IS Support at 754-8080 and request this information).

Mapping the Research File Share: From the **Map Network Drive** window, select the R: drive letter in the Drive select box. In the **Folder** Select Box, enter the server name and share name (it should be typed to look like `\\ITS.caregroup.org\Research` this is the **Research File Share**). Make sure the "Reconnect at logon" box is checked. Also click on Connect using a [different user name](#) link.



Enter your ITS Username (e.g.: its\plevy) and your email password in the User name: and Password: text boxes. Then click OK and Finish.

After a short delay, you should see an R: drive in your file explorer window.

Mapping your Home or Private File Share: To access your home or H: drive, repeat the above steps but use the server setting for your home folder mapping (as specified by IS Support or found using File Explorer when on a BIDMC domain attached machine).

For Example: H: could map to [\\SR47Bromley.its.caregroup.org\plevy\\$](\\SR47Bromley.its.caregroup.org\plevy$) Always put your username / login name after the server name and end it with a \$; this indicates a hidden share.

Set the Reconnect checkbox and use the same Connect as a different User setting as your R: drive configuration.

You only need to complete this process once (per machine that you use). There after, whether at BIDMC or when you load the appropriate software at home, the R: and H: drive maps will allow you to access and save files via File Explorer.

Mac Computers: How to Connect to Windows File Sharing (SMB) from Mac OS X

Since Macs are not part of the ITS domain, you must manually connect to the Research file share from your machine. Follow these steps to connect to Windows File Sharing (SMB) from Mac OS X 10.1 or later. SMB is the native sharing protocol for Microsoft Windows operating systems. To permanently connect to these drives and place drive icons on your desktop complete the following:

Click the **Finder icon** in the Dock,

Click the **Go** menu

Click on **Connect to Server...**

Note: A recent update to the file system has created a number of new server/drive mappings for the central IS file share. To help Mac users find the specific sever/drive mapping for any file found on the Research (R: drive) file share, please use the PC to Mac look up page at:

<http://research.bidmc.harvard.edu/data/ISDataMapper.asp>

This information is updated nightly. Please call IS Support at 617-754-8080 for additional information or help connecting to any share.

Connecting to the Research File Share: From the **Connect to Server** window, in the Server Address box enter the server name and share volume

(it should look like **smb://sr42bromley.its.caregroup.org/eSubmission** for the eSubmission folder on the Research Share)

Then click the **Connect** button. If you have not previously logged in you will see a login prompt. Enter your ITS Username (e.g.: its\plevy) and your email password in the User name: and Password: text boxes. (if you wish to automatically reconnect in the future, click the store in keychain option).

After a short delay, you should see a **eSubmission:** globe icon on your desktop and in Finder.

Connecting to your Private File Share: To Access your private file share, repeat the above steps but use the server setting for your home file mapping (contact IS Support at 617-754-8080 if you need help with this information). For Example: your private share could map to **\\SR42Bromley.its.caregroup.org\plevy\$** (you always put your username after the server name and end it with a \$ - this indicates a hidden share). Click Connect and the plevy\$ globe icon should appear on your desktop and Finder.

You only need to complete this process once (per machine that you use). There after, the file share icons on your desktop will allow you to access and save files via Finder and various applications.