Remote users: Guide to access Windows’ Network shared files

1. This guide is for users who are from other Rutgers Libraries and need to access the TSB Common drive. To start, open “My Network Places”.

2. A new window pops up that looks similar to this:

3. On the Address area, delete ‘My Network Places’ and type `\tsblib\common` and it should look like this:

Then click “Go” (green arrow).
4. Wait for few seconds while it searches for the network drive. A successful search should look similar to this:

![Network Drive Search Result](image)

5. That’s it! You can select and open the appropriate folder/file that you need. You may revise your search criteria by using the other Windows’ server names.
   - TSBLIB
   - ALEXLIB
   - LSMLIB
   - KLMRLIB
   - CHANGLIB
   - CAMDNLIB
   - DANALIB

Notes:
- a. Douglass shared files are merged with CHANGLIB server.
- b. Alcohol shared files are merged with LSMLIB server.

**How to Map a Network Drive for Remote Users:**
1. To Map the drive, browse to the server that you want to create a shortcut. In this example, I am creating a shortcut to the `\\tsblib\common` drive; at the address area, type `\\tsblib`
2. One you see the network drives, select the ‘Common’ drive and right click it and select “Map network Drive”.
3. In the “Map a Network Drive” window, change the ‘Drive’ to the letter that you want and is not used in your network (any letter from I to N is recommended).
4. Put a check on the “Reconnect at Logon” so this drive will be mapped everytime you logon.
5. It should show up as one of your network drives right away.

If you have any questions, please contact Nick Gonzaga at (732) 445-5896. Thank you.

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