

# Mapping the RIA3, ACI1, and RII1 Research File Servers to Computers-

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Email Howard Katz (hkatz@bwh.harvard.edu) for ACI members or I-Cheng Ho (iho@bwh.harvard.edu) for RII members to request access to the appropriate servers.

Once you have access:

## Windows:

Right-click the "My Computer" icon on the desktop or in the Start Menu

Left-click "Map network drive" to open the dialog box

In the "Drive" field, select an unused drive letter from the drop-down menu

In the "Folder" field, copy and paste one of these addresses: \\rfawin.partners.org\BWH-RIA3, \\rfawin.partners.org\BWH-ACI1, or \\rfawin.partners.org\BWH-RII1, as appropriate.

Be sure that "Reconnect at logon" is checked

Click on "Connect using a different user name"

Click on "Finish"

Enter your Partners user name **in this format**: partners\username (note that it's a backslash, not a forward slash), and enter your Partners password

Click OK

Click "Finish"

In "My Computer" or Windows File Manager, you should be able to select the letter of the drive you mapped and see folders with PI names and other names

Repeat the process for each server you want to connect to.

Contact Howard (ACI) or I-Cheng (RII) if it doesn't work.

## Mac:

Click on the "Go" menu

Click "Connect to Server"

In the "Server address" field, copy and paste one of these addresses: smb://rfawin.partners.org/BWH-RIA3, smb://rfawin.partners.org/BWH-ACI1, or smb://rfawin.partners.org/BWH-RII1, as appropriate.

Click "Connect"

If it asks for a login, enter your Partners user name **in this format**: partners\username (note that it's a backslash, not a forward slash), and enter your Partners password

You should be able to see folders with PI names and other names. Access your PI's lab folder to save your files.

Repeat the process for each server you want to connect to.

Contact Howard (ACI) or I-Cheng (RII) if it doesn't work.