

Connecting to the Active Data Server

Each lab in SoMS has been allocated a share on the SoMS Active Data Server (ADS), usually based on the location of the lab e.g.

[\\ads.med.unsw.edu.au/2East](https://ads.med.unsw.edu.au/2East) or [\\ads.med.unsw.edu.au/3NW](https://ads.med.unsw.edu.au/3NW)

There is also a “scratch” share available for temporary use, that all research staff and students have access to: [\\ads.med.unsw.edu.au/Lab-Transfer](https://ads.med.unsw.edu.au/Lab-Transfer)

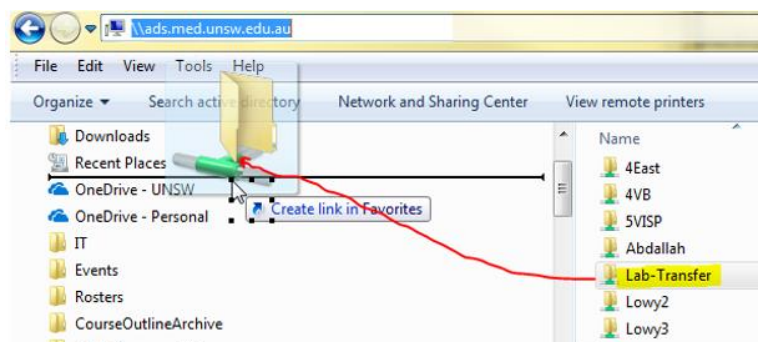
If you encounter difficulties please contact UNSW IT Servicedesk **x51333**. Please indicate whether your computer is using Mac/Windows/other and if it is a [SOE computer](#) or not.

Mac:

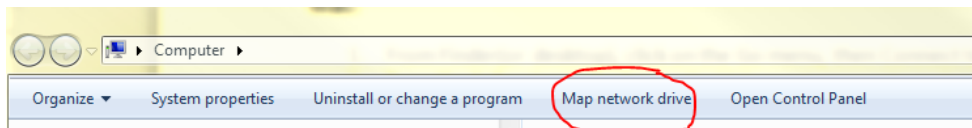
1. From Finder(or desktop), click on the Go menu, then Connect to Server
2. Fill in the name of your allocated server share: [smb://ads.med.unsw.edu.au/<yoursharename>](https://ads.med.unsw.edu.au/<yoursharename>)
3. Click the + to bookmark then click **connect**, put in **ADUNSW\zID** and your zPass and you should be in.

Windows:

The steps below are for mapping the server share to a drive letter. You may find it easier to simply to open the link, and drag the location to your Windows Favorites or Quick Access list:

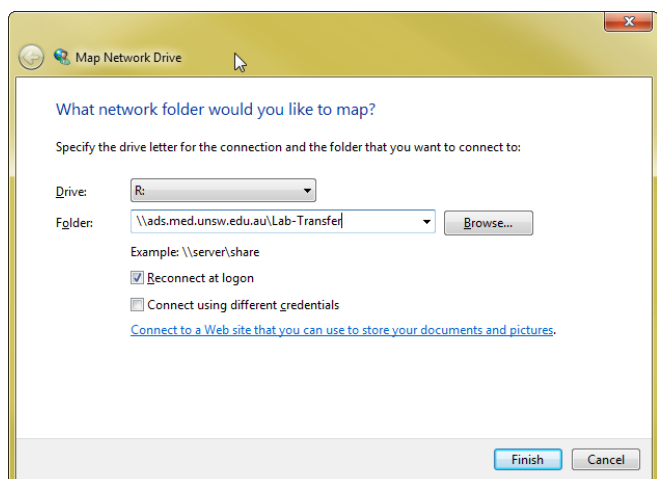


1. Click on the **Start** menu, then on **Computer**.
2. At the top of the window, click on **Map Network Drive**.



3. In the **Drive:** field, choose the letter **R:** (by convention for the first SoMS research share)
4. In the **Folder:** field, type [\\ads.med.unsw.edu.au/<yoursharename>](https://ads.med.unsw.edu.au/<yoursharename>)
5. Make sure the **Reconnect at logon** box is ticked.

6. If you normally log in to Windows using your staff number and zPass, skip ahead to the next step; if you log in using details other than your staff number and zPass, tick the box **Connect using different credentials**.



7. Click **Finish**.

If required (eg you are not using a SOE computer), enter **ADUNSW\your zID** as the username and **your zPass** as the password. Click **OK**.