

Connecting to the Research File Server (the R: drive)

There are now multiple server shares, so please consult

<https://medicalsciences.med.unsw.edu.au/staff/school-administration/information-technology#connect> for variations.

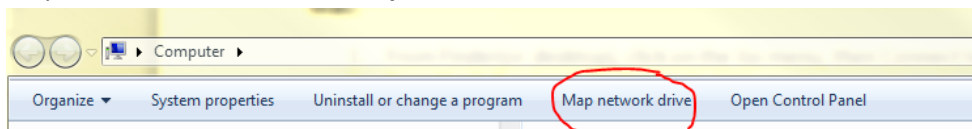
If you encounter difficulties please contact UNSW IT Servicedesk **x51333**. Please indicate whether your computer is using Mac/Windows/other and if it is a [SOE computer](#) or not.

Mac:

1. From Finder(or desktop), click on the Go menu, then Connect to Server,
2. Type the following in the box: <cifs://rfs.med.unsw.edu.au/soms> (if this doesn't work, try <cifs://medpnns001.ad.unsw.edu.au/SOMS>)
3. Click the + to bookmark then click **connect**, put in **ADUNSW\zID** and your zPass and you should be in.

Windows:

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



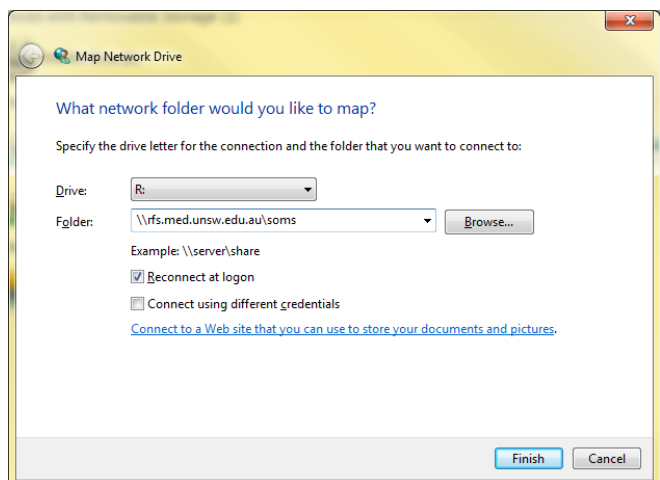
3. In the **Drive:** field, choose the letter **R:** (by convention for the first SoMS research share)
4. In the **Folder:** field, type <\\rfs.med.unsw.edu.au\soms>

(if that doesn't work, try <\\medpnns001.ad.unsw.edu.au\SOMS>)

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**.