Connecting to a Windows file share
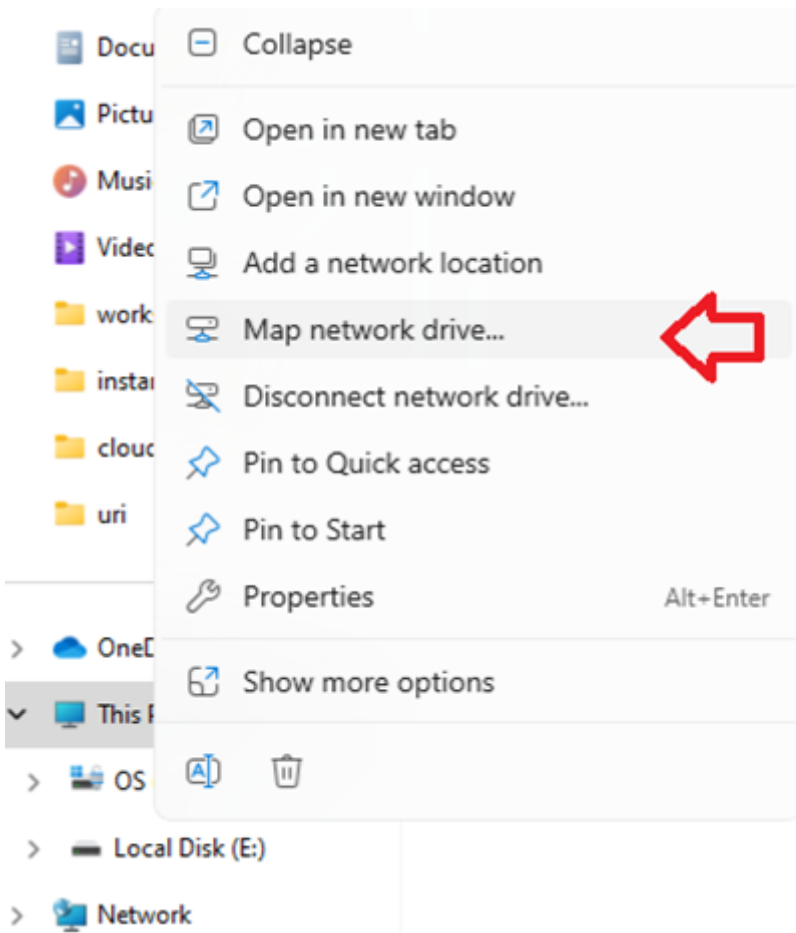
Off-Campus Access Pre-Requisite

File shares require VPN for off-campus access: https://notes.its.uri.edu/books/public/page/get-vpn

If you are on a Windows machine:

Connect (for most people)
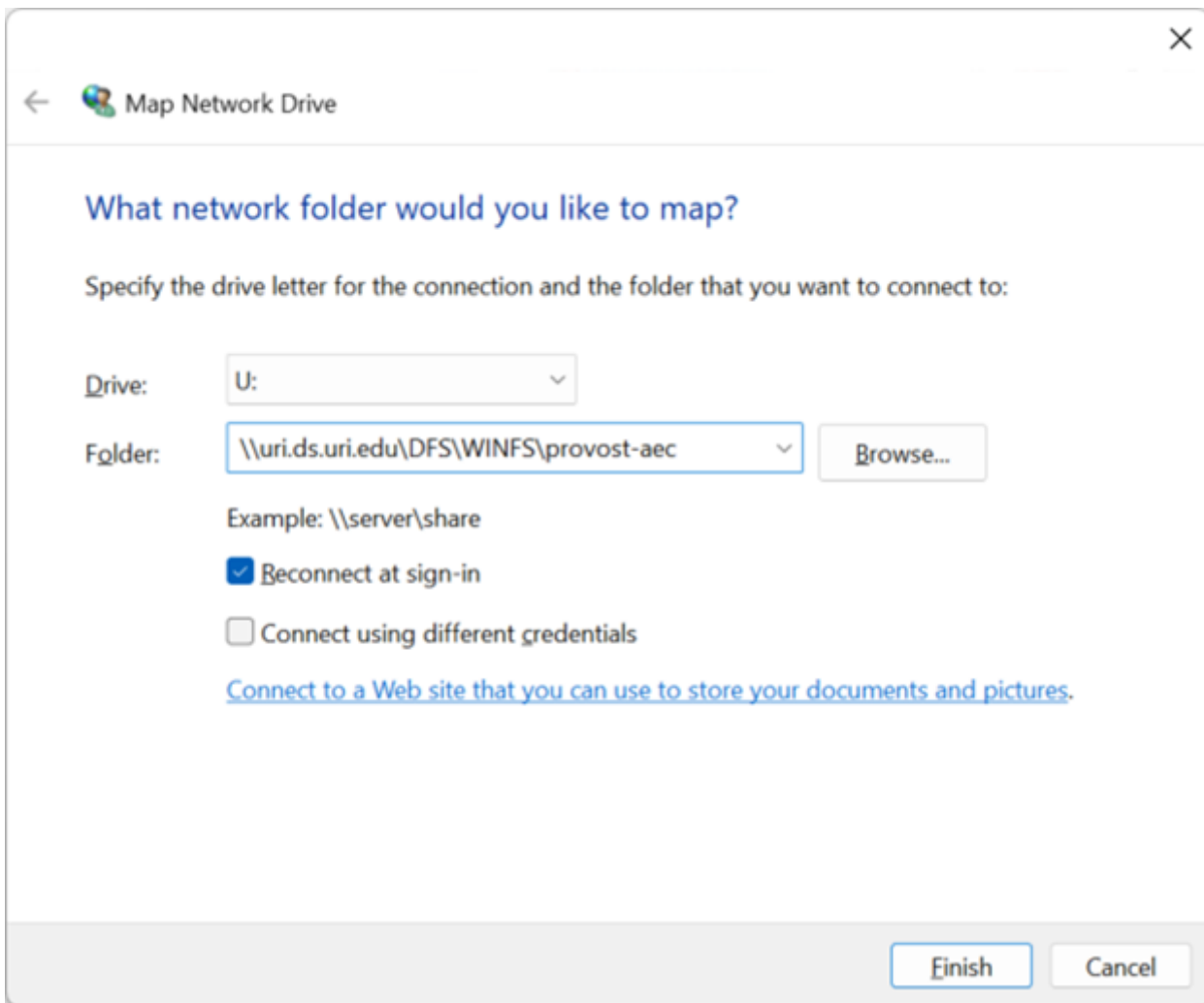
From an Explorer window, right click on This PC and select "Map network drive…"

Drive: choose a drive letter (usually decided by your local department). "U:" in this example.

Folder: enter the address to the share, usually given by ITS, and is usually the same for everyone in the same unit/dept.

Optionally, check "Reconnect at sign-in" if the machine you are using is personal to you, and you want this to be persistent through reboots.
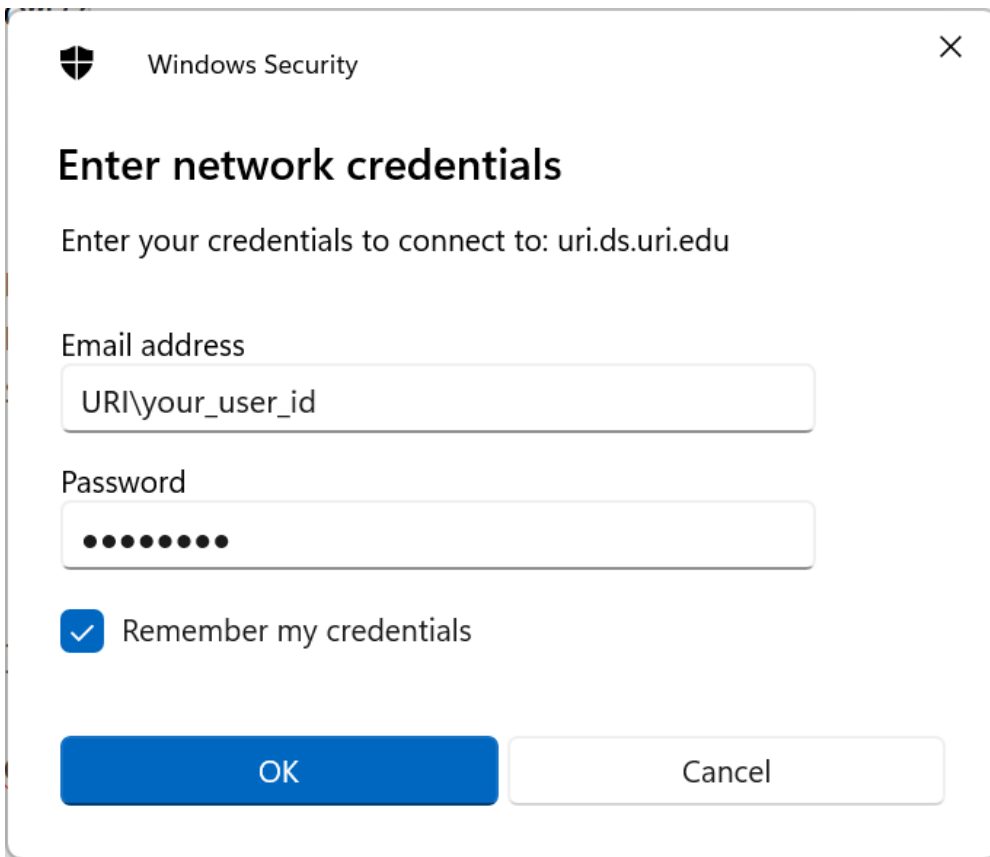
Check "Connect using different credentials" -- not always necessary, but this direction is more universal. You want to get to a prompt like the below, where you can enter your URI credentials. PINs, fingerprints, etc. -- none of these will work. Enter your URI credentials like below.

Email address: "URI\jsmith"
Password: your URI single sign-on (SSO) password

Optionally, check remember my credentials if this machine is personal to you.

Windows Security ✕

Enter network credentials

Enter your credentials to connect to: uri.ds.uri.edu

Email address

URI\your_user_id

Password

••••••••

☑ Remember my credentials

OK   Cancel

Connect using command line:

Usually this is used by IT/technical staff as an alternative way to connect.

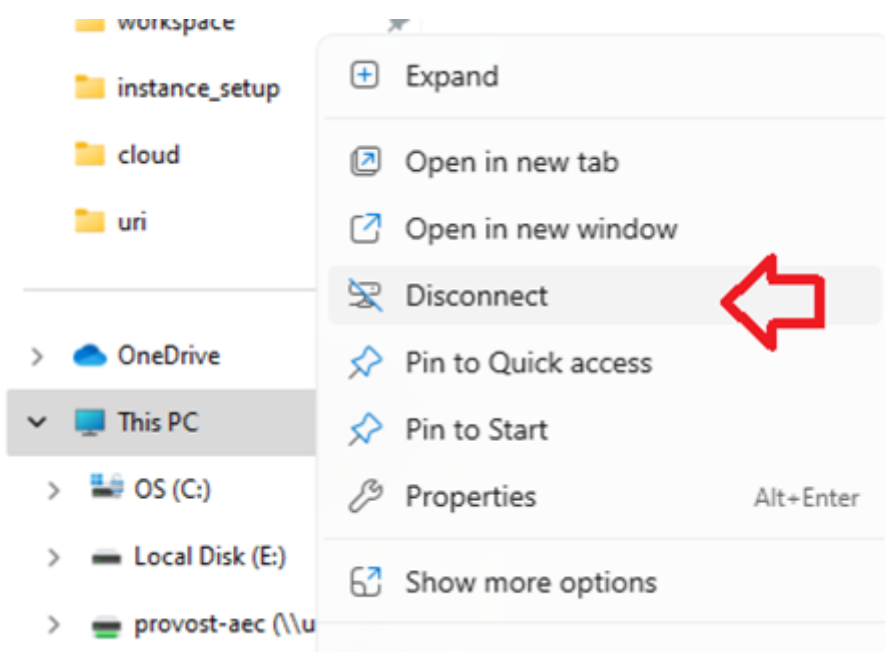Disconnect a drive U:

net use U: /d

Connect to a drive U:

net use U: "\\uri.ds.uri.edu\DFS\WINFS\provost-aec" /user:URI\<your_user_id> * /PERSISTENT:Y

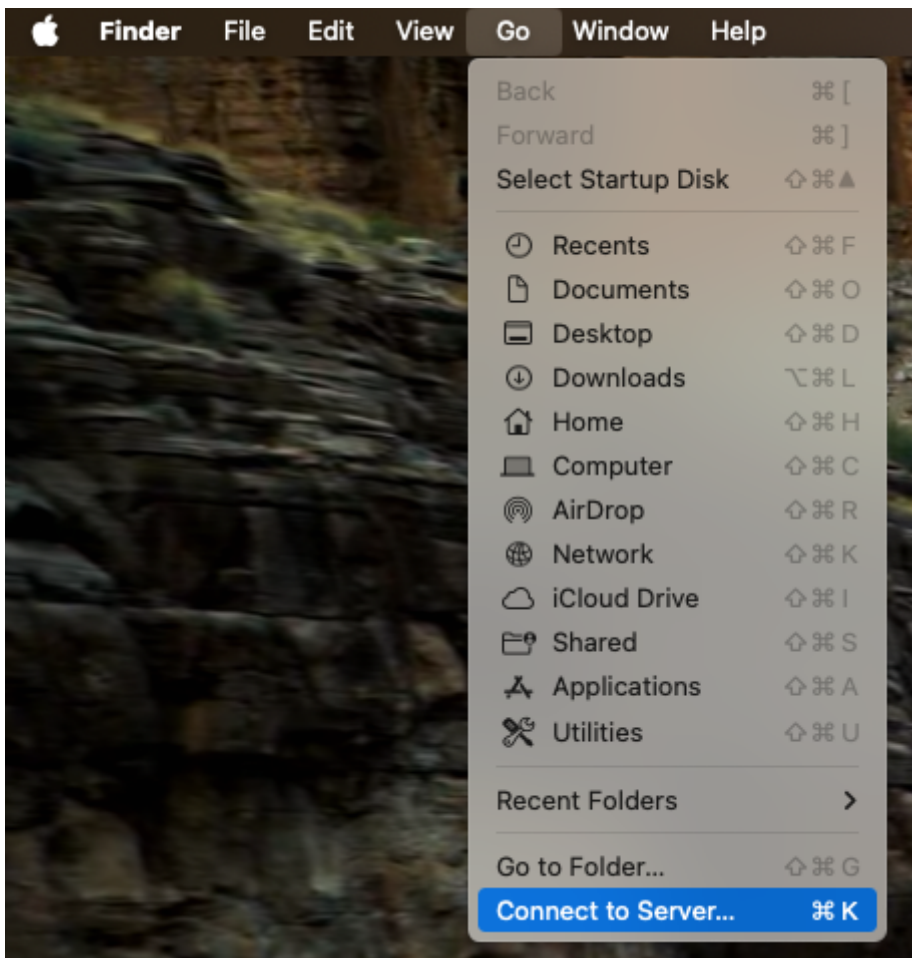The asterisk in the above command will prompt you to enter the password.

Disconnect

Usually not needed, but useful if you intend to disconnect to some connection that was made in the past.
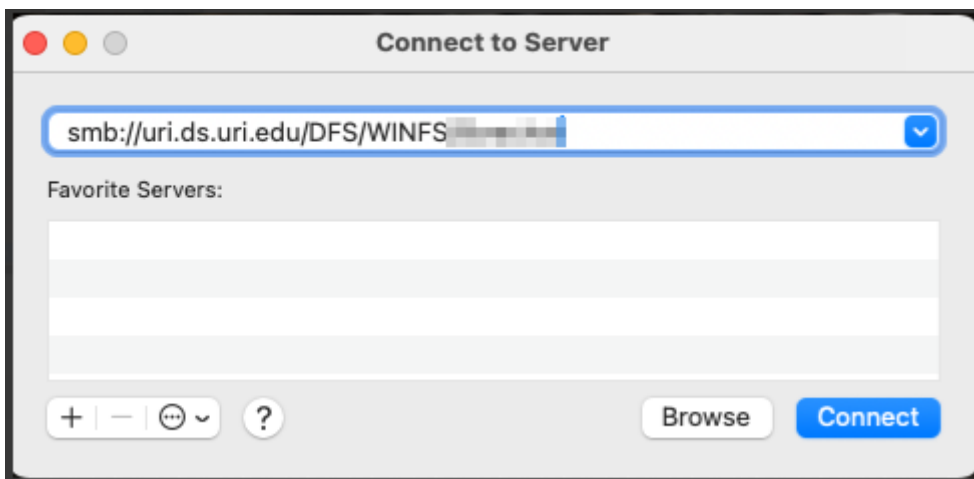
This PC --> right-click --> Disconnect

If you are on a Mac machine:

1. Finder --> Connect to Server...

2. Enter the address given to you:

3. Enter your SSO username (not the full email address, just the username) and SSO password.

Enter your name and password for the server "uri.ds.uri.edu".

Connect As: ○ Guest
○ Registered User

Name: [blurred]

Password: [ ]

☐ Remember this password in my keychain

Cancel   Connect