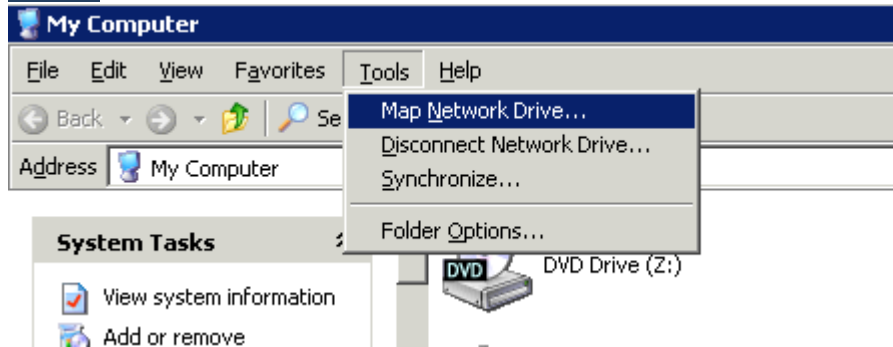## Accessing the Analytical Centre Staff Admin File Share on a Windows XP PC

Open "Windows Explorer" or the "Computer" icon on your pc. Click on Tools > Map Network Drive as illustrated below in Fig 2.1.2.a
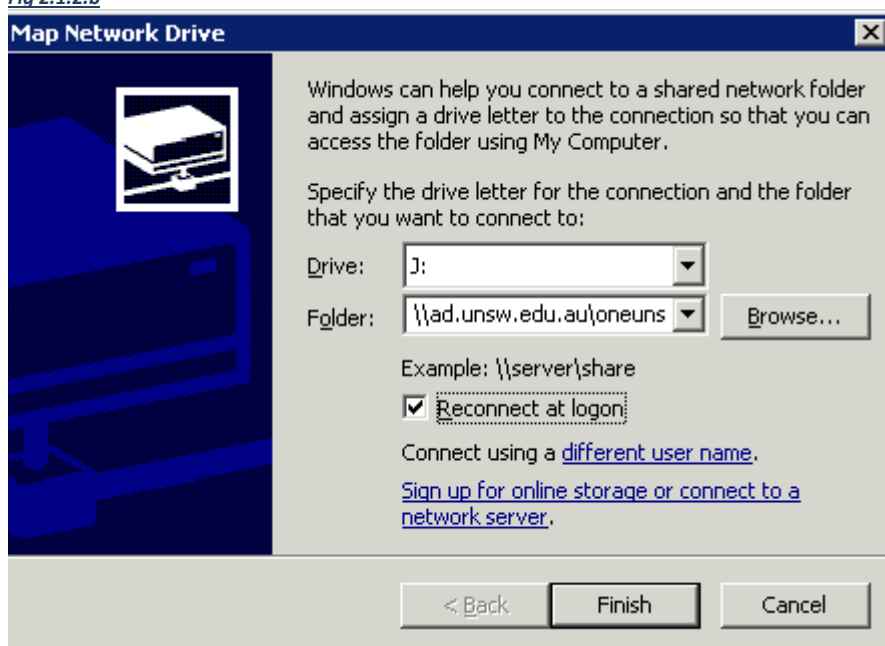
Fig 2.1.2.a

Next select the J: drive letter and type the path **\\ad.unsw.edu.au\oneunsw\DVCR\ANA** as illustrated below in Fig 2.1.2.b.

Ensure you tick the Reconnect at Logon box to have it reconnect each time your computer starts
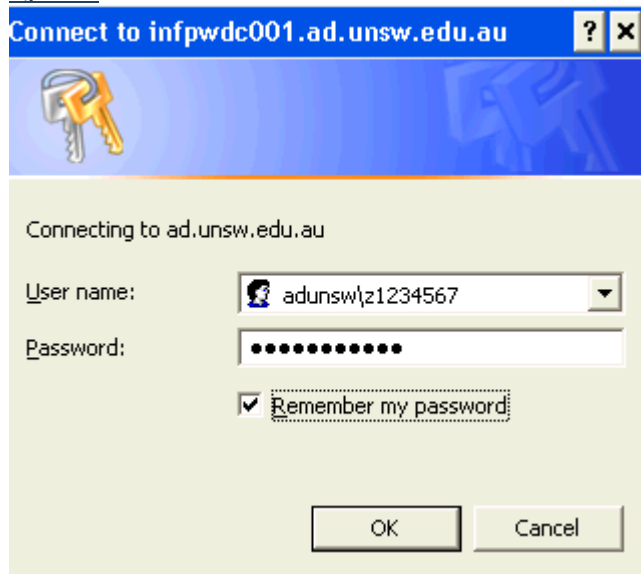
Fig 2.1.2.b

Next click on finish, If your PC is SOE'd then it will automatically connect the network drive and authenticate with your current logged on account.

If the PC is Non SOE then you will get a prompt to enter a username and password similar to fig 2.1.2.c below. Enter the zID in the format **adunsw\z1234567** and then your password and tick the box "Remember my password" and click ok.

Fig 2.1.2.c

Additionally you may need to map the I: drive if you work in multiple areas of the University i.e areas outside the analytical centre.

To do this map follow the same steps as the start of this document except select I: as the drive letter and type the path as **\\ad.unsw.edu.au\oneunsw**