



Connecting to LRDC's Windows 2003 Server Using WinXP

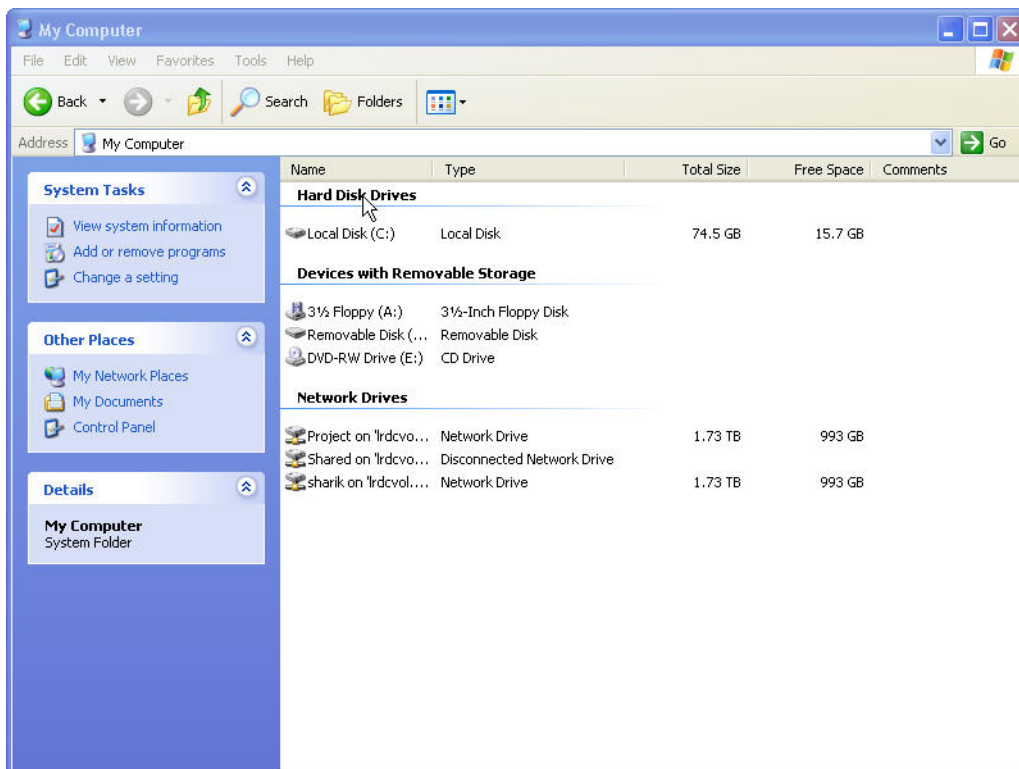
August 2007

There are three primary ways to gain access from a Windows XP computer to the LRDC Windows 2003 file servers:

- Connecting through My Computer
- Connecting through the Run command
- Connecting through 'Add a Network Place'

1. Connecting through My Computer

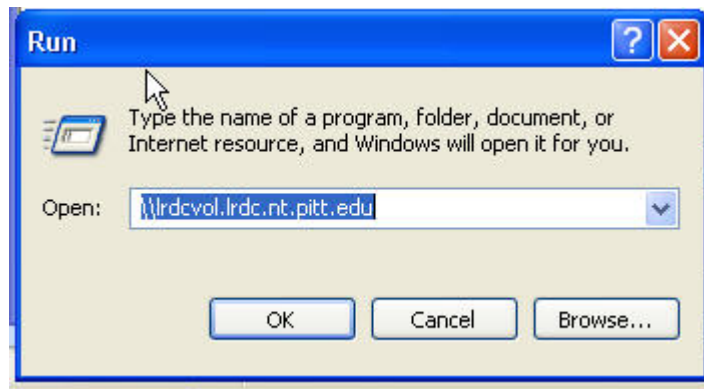
Accessing the file servers through **My Computer** is the easiest and fastest way available. When you log onto your computer, you will automatically be connected to your Home, Shared, and Project folders, and shortcuts to these folders will appear under **My Computer**.



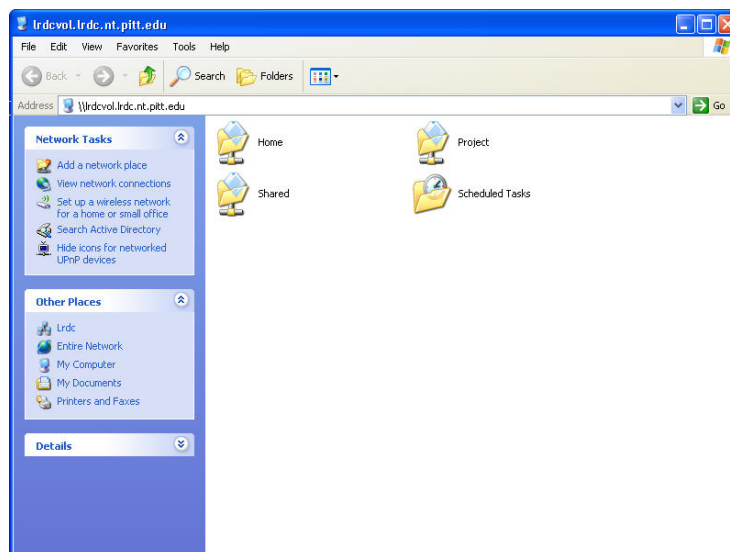
2. Connecting through the Run command

Connecting to the file servers through the **Run** command is best for situations where you want to gain quick access to a file server on a one-time basis. For example, it can be helpful when you need access to your files from another LRDC computer.

Click on **Start** and then select **Run**. In the dialog box, enter ***\\Irdcvol.Irdc.nt.pitt.edu***



If prompted, enter your file server username and password. You are now connected to the file server. A server window will open with all available server shares (Home, Project, and Shared)



Home contains your personal folder that only you have access to. **Project** contains your group folder where you can share files with members of your project. **Shared** contains your public folder that allows anyone at LRDC to see your files – great for sharing files between users.

3. Connecting through 'Add a network place'

Adding the file server as a network place will add selected server shares to your Network favorites. This allows you to easily maintain a list (favorites) of all shares that you wish to connect to. This method is recommended for people involved in several projects who need quick access to multiple file servers. (Note: This process only needs to be completed once; you do not have to run the Wizard every time you wish to connect to the file server.)

Use the following steps to create a list of "favorite" server shares:

- a. Navigate to **My Network Places** either through the **Start** menu or the Desktop icon.
- b. Click on '**Add a network place**' from left side bar.

- c. Follow the Wizard to connect to the file server (as detailed below):

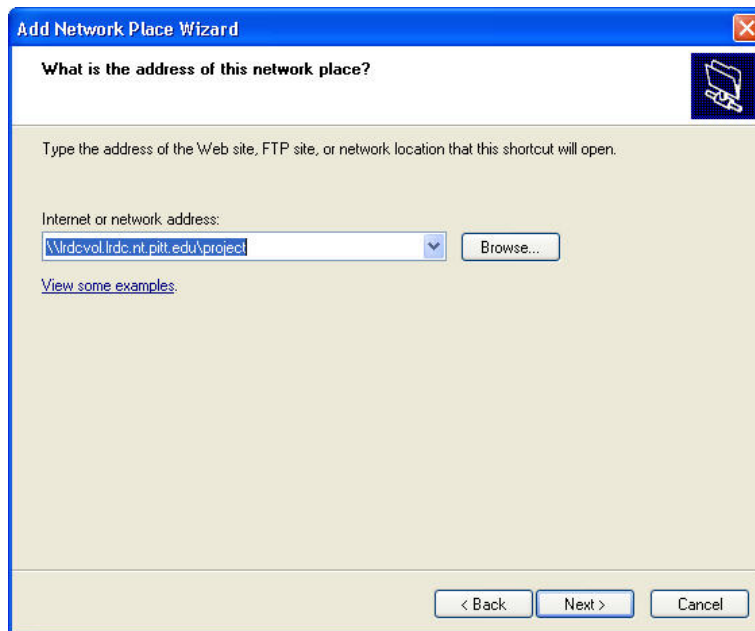


- i. Press **Next** when the first window pops up.
- ii. Select '**Choose another network location**' on the next window, and press **Next**.
- iii. In the text box, enter the path to the share you would like to add:

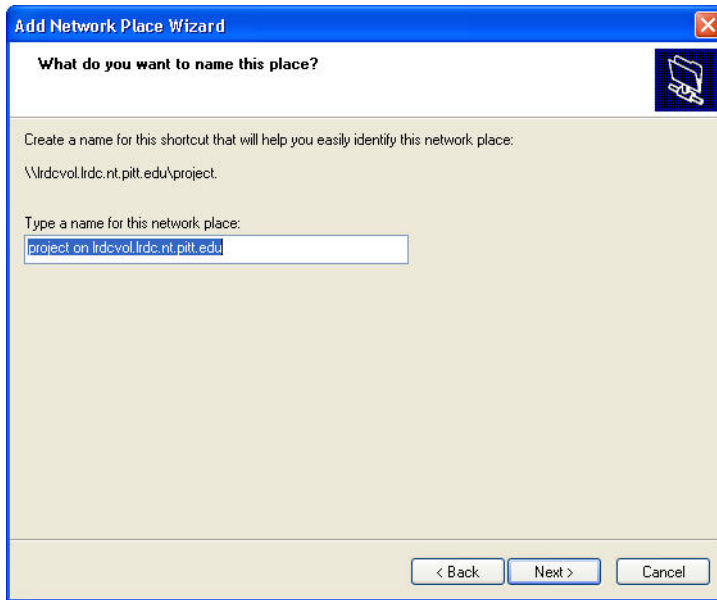
For **Home**, enter `\\Vrdcvol.lrdc.nt.pitt.edu\Home`

For **Project**, enter `\\Vrdcvol.lrdc.nt.pitt.edu\Project` (depicted in screen below)

For **Shared**, enter `\\Vrdcvol.lrdc.nt.pitt.edu\Shared`

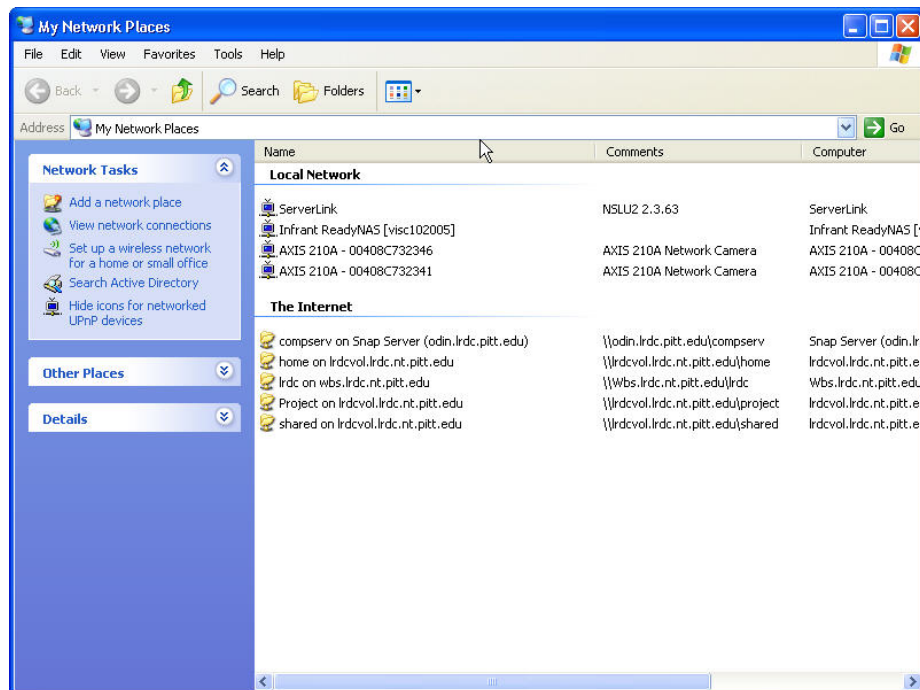


- iv. If prompted, enter your file server username and password.



v. Press Next 2 more times and then press Finish to complete the Wizard.

You are now connected to the file server. You may now also gain access to your Network favorite through 'My Network Places'



If you have any questions regarding connecting to the Windows 2003 File servers on a Windows XP computer, please call Computer Services at x47033.