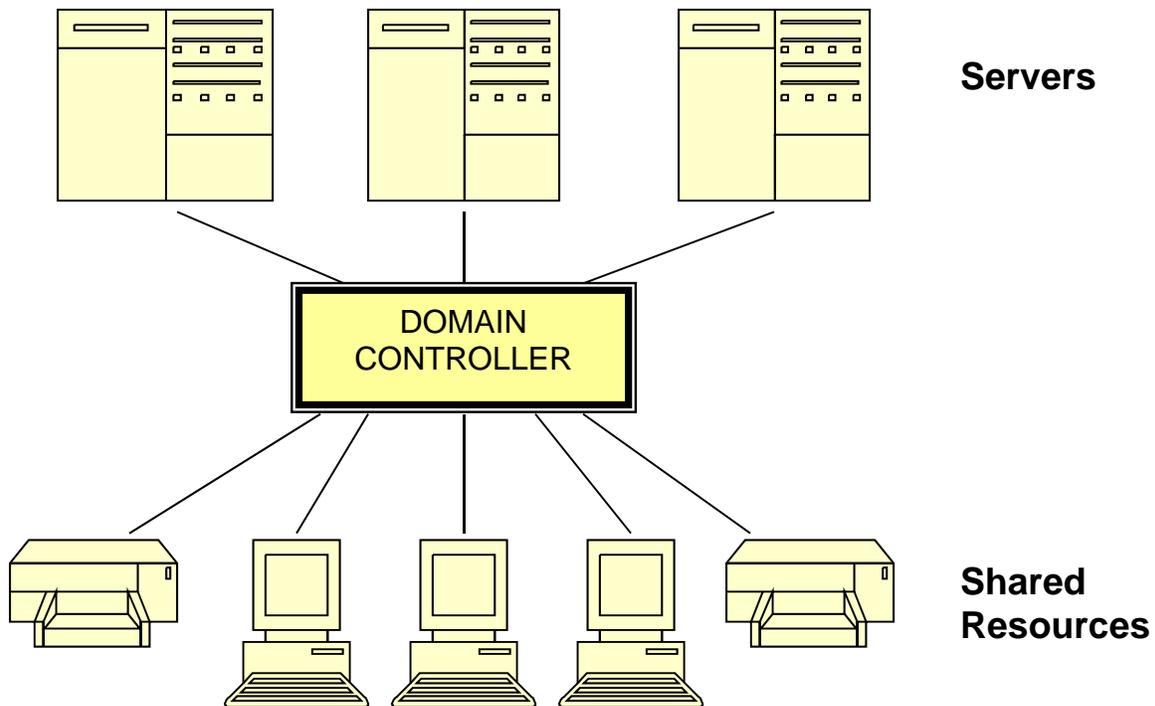# Using Your
Department Shared Folder

What Is A Domain?

A *domain* is an internal network of computers where the users can share space on a server for storing files and sharing access to printers. *Sunysb.edu* is an example of the domain that many of our users belong to. It consists of a series of servers – Admin01, Admin02, Admin03, etc.- and a Domain Controller.

Many departments utilize shared folders on the domain servers to store and share important files.

The sunysb.edu domain:

The domain is maintained by **DoIT Windows Admin**.
"DoIT Windows Admin" <DoIT_Windows_Admin@stonybrook.edu>

To access resources on the domain you must log on using your **NetID** and **NetID password**.

Advantages of Department Shared Folders

- **A secure, more reliable environment.** Important files containing "sensitive" data should not be stored on your computer. If these files are stored on the server they will not be affected if your computer crashes or is stolen. Also, files stored on the server are backed up nightly.

- **An effective way of sharing information and resources.** You may have a database or spreadsheet that users in different areas of the department may need information from for various purposes. The file can be accessed in the shared folder whenever they need it. You may even want more than one user to maintain data on a spreadsheet or database. They can do so easily when it is in the shared folder.

- **Can be accessed at any time from anywhere when you need them.** You can access your shared folder from another computer.

Important Things You Should Know

- Resources on the server are limited. Department shared folders are allocated 1 gigabyte of storage by default. If necessary, this can be increased.

- Servers are <u>monitored</u> by DoIT Windows Admin.

- This folder should be used to store files <u>for work purposes only</u>. Storage of other file types like executable files used to install programs, personal music, screensavers or photos is not recommended.

- Virus infected files will be deleted.

- When you delete files from these folders they do not go to the *Recycle Bin* on your computer. DoIT Windows Admin must restore the files from backup.

- In most cases, more than one person can access a file at the same time but only one person can edit the file.

Reminder:

> **Access to Data Policy D 100**
> The University's Division of Information Technology ("DoIT") is committed to minimizing vulnerabilities that may result from compromised operating system integrity or application security problems, as well as protecting against the unauthorized disclosure or misuse of any information stored on any device connected to the University's network infrastructure. To ensure the continued integrity of its information technology resources, the University may audit, inspect and/or monitor them, at any time.

Levels of Access

You are assigned a "level of access" to the department shared folder:

- **Read** – gives you "read only" access to the files in the shared folder
- **Read-write** – allows you to create, modify and delete files and subfolders in the shared folder

How to Access the Shared Folder

You can map a drive to the shared folder and create a shortcut on your desktop. This will make it easier to access files in the folder.

If you are not logged on to the *sunysb.edu domain* you will be prompted to authenticate yourself when you try to access the shared folder.
- Enter your **NetID** in the following format: **sunyb.edu\netid**
- Enter your **NetID Password**.

To map a drive:
- Windows XP: Open **My Computer** and click **Tools > Map Network Drive**
- Windows 7: Click on the **Windows Button** > **Computer** > **Map Network Drive**
- Windows 8: Go to the **Desktop** > **Computer** > click **Map Network Drive**
  - **OR** at the Metro screen type **Computer** > click **Map Network Drive**
    - o   To get to the Metro screen press the Windows button on your keyboard
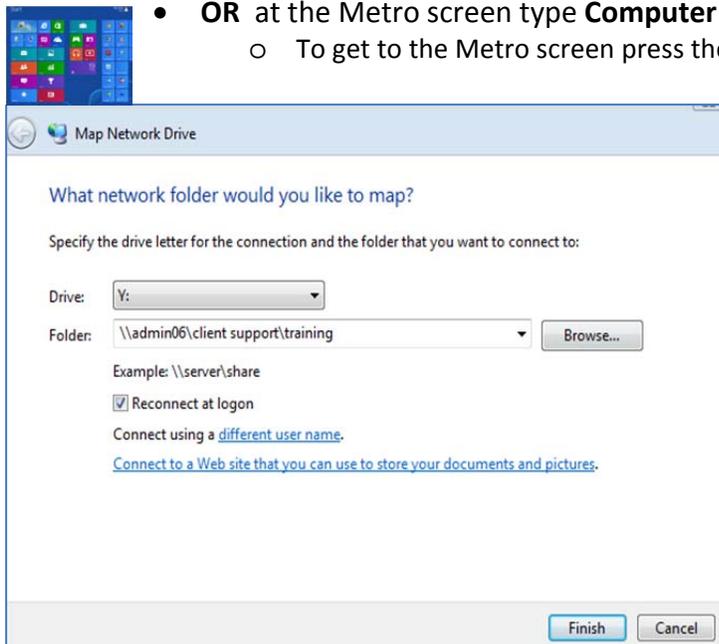
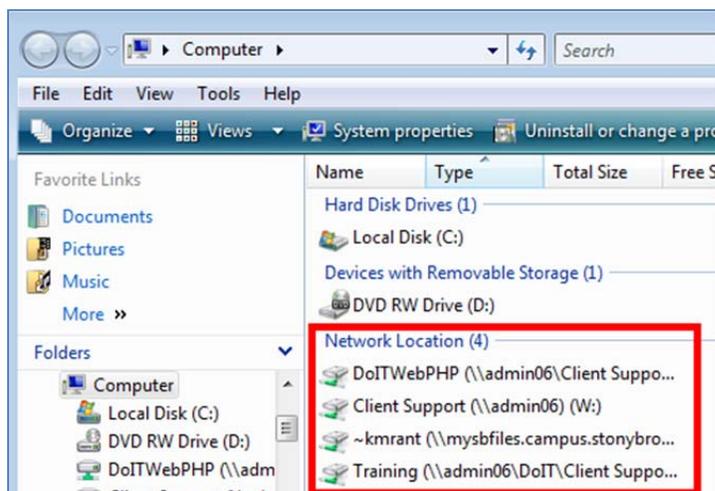An available **Drive** letter will already be selected

In the **Folder** field, **type the exact path that DoIT Windows Admin gave you** when the dept shared folder was set up:

\\the server name\the folder name

Make sure **Reconnect at logon** is checked

Click **Finish**

Once the drive is mapped you will see it under **Network Locations (or Drives)** when you open **My Computer**

To create a shortcut on your desktop right click it and choose **Create a Shortcut**
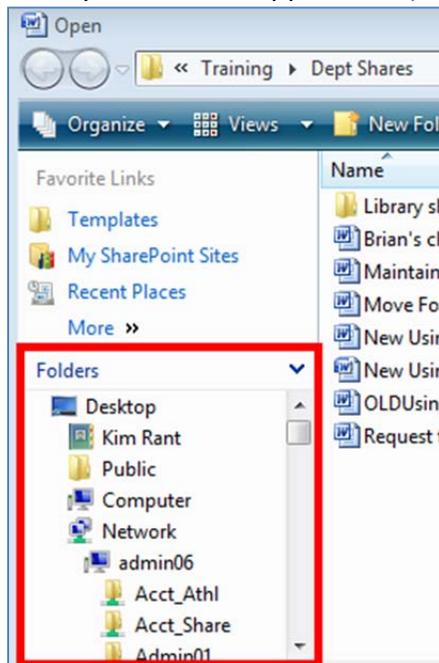
How to Access Files in the Shared Folder

Double click the shortcut on your desktop to open the folder

or go to (**My**) **Computer** and double click the mapped network drive under **Network Locations (or Drives)**.
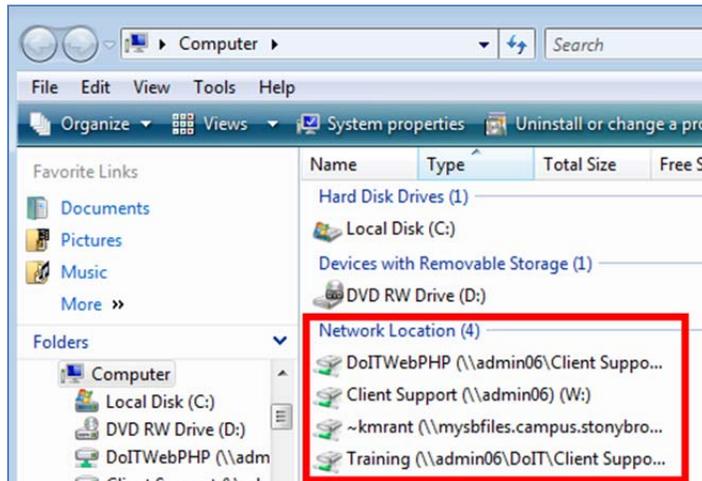
Double click the file to open it.

Or, if you are in an application (Word, Excel, etc.):

Click **File > Open**

Windows XP: Find your shared folder in the **Folders** list (if you mapped a drive to it).
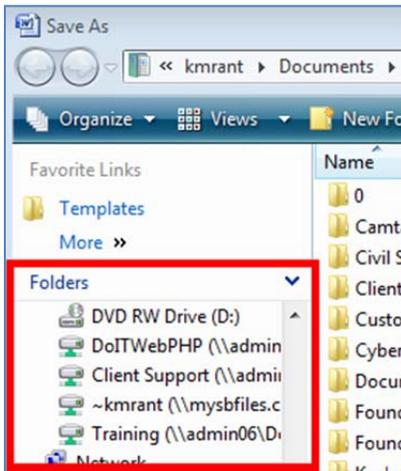
Windows 7 & 8: Find your shared folder in the **Computer** list.

Double click the folder to open it.

Double click the file to open it.

How to Save Files to the Shared Folder

From a new document in Word, Excel, etc. click **File > Save As**

Find your shared folder in the Folders (Win XP) or Computer (Win 7 & 8) list.
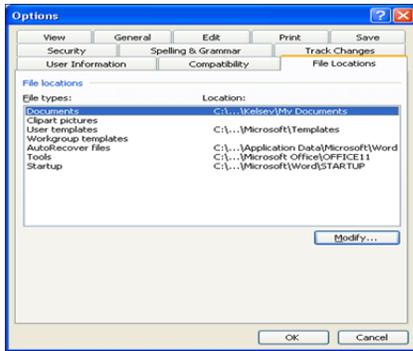
Double click the folder to open it.

Type a name for the file.

Click **Save**.

You can make your department shared folder the **default location** for certain file types. When you do this the folder will already be open in the *Save As* dialog box (above).

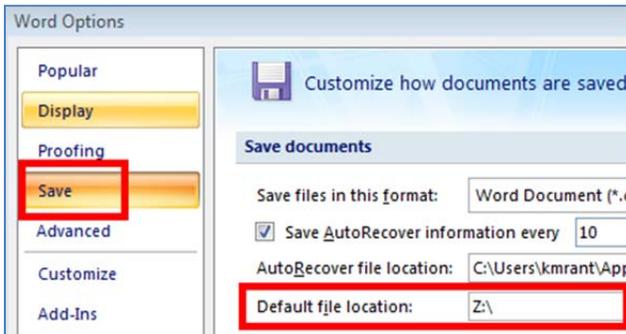- **MS Office 2003**: Open Word, Excel, etc. and click **Tools-Options**.

Click the **File Locations** tab.

Click **Documents** and choose **Modify**.

Select the folder.

Click **OK**.

- **MS Office 2007**: open Word, Excel, etc., click the **Office Button** and select **Word Options**. Click the **Save** tab.
- **MS Office 2010**: Open Word, Excel, etc., click **File** > **Options** > **Save** .

Browse for the department shared folder in the **Default file location** field.

Click **OK**.

- *****MS Office 2013**: Follow the instructions for MS Office 2010 but type the drive letter in the following format: **Z:**   (There is no *browse* button here)

How to Create a Subfolder

If you have **Read/Write** access you can create subfolders within the department shared folder. **Read only** users cannot create subfolders. To find out what type of access you have right click on the Shared Folder and then click the Security tab.

Users automatically have **the same level of access to all of the subfolders** that they have to the main folder.

So for instance, if all of the staff in the department has read/write access to the *Client Support* folder and you add a subfolder called *Training* then all staff in the department will also have read/write access to the *Training* folder.

- **Windows XP**: Double click the shortcut on your desktop to open the shared folder
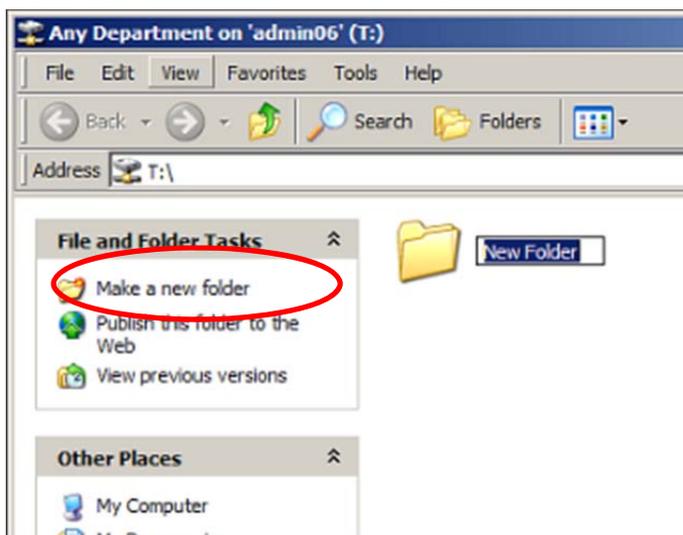
Click **Make a new folder** (the folder will be highlighted)

Type the new folder name and press **Enter**

- **Windows Vista:** Go to **Computer**, click on the **Shared Folder** to open it right click the folder and choose **New > Folder**
- **Windows 7 & 8**: Go to **Computer**, click on the **Shared Folder** to open it, and then click on **New folder**

Note: If it's necessary to limit access to a subfolder, the Department Shared Folder Access Controller can request that a new shared folder be created with a separate access group.

Access the Shared Folder When You Are Not In Your Office

- **Windows XP**: click the **Start** button and choose **Run**….In the Open field, type the exact path that DoIT Windows Admin gave you. Then click **OK**.

  \\the server name\the folder name
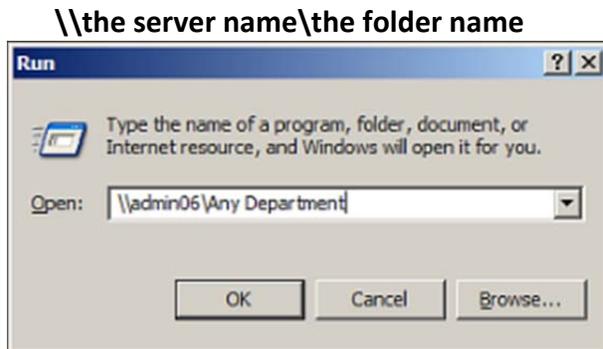
- **Windows Vista & 7**: click the **Start** button and type the path in the **Start Search** field. Press the **Enter** key.
- **Windows 8**: In the Metro screen, type the path that DoIT Windows Admin gave you.
  - o To get to the Metro screen, press the Windows button on your keyboard.

If you are not logged on to the *sunysb.edu domain* you will be prompted to authenticate yourself when you try to access the shared folder.
- Enter your **NetID** in the following format: **sunyb.edu\netid**
- Enter your **NetID Password**.

If you are off campus you must go through Stony Brook's Work at Home VPN (http://sslj.wah.stonybrook.edu/). Instructions for using the WAH are at this website:

http://it.stonybrook.edu/services/vpn

Note: When you are connected through the VPN you may find performance slow when saving files to the shared folder. To avoid this you can save the file locally while you are editing it and when you are finished remember to save it back to the department shared folder.

Restore Files That Were Deleted From the Shared Folder

You can open a previous version of a file that you accidentally deleted or modified.
Windows automatically saves "shadow copies" of the files and folders in your department shared folder. To access the shadow copies:

Windows XP: Open **My Computer**, right click the **Shared Folder** and choose **Restore previous versions**

Windows Vista, 7 & 8: Go to **Computer** on the desktop, right click the **Shared Folder** choose **Restore Previous Versions**
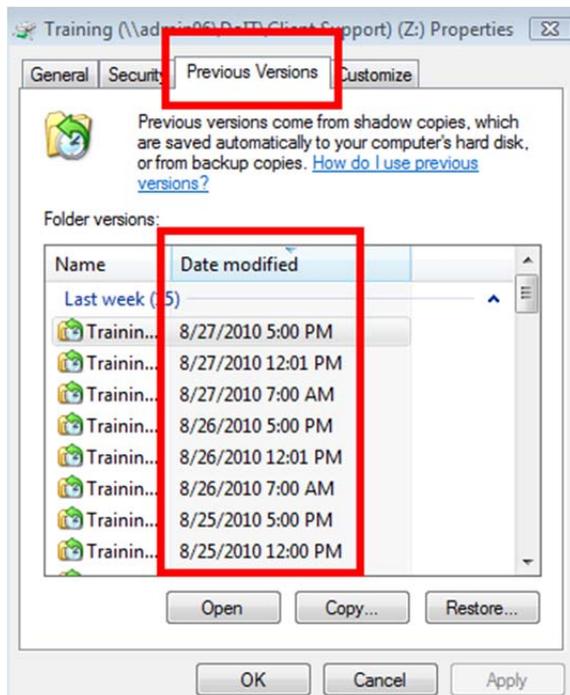
Find the **date and time modified**

To restore the whole folder click the **Restore** button

Or, to restore a file a folder double click the version

Open the file and save it