



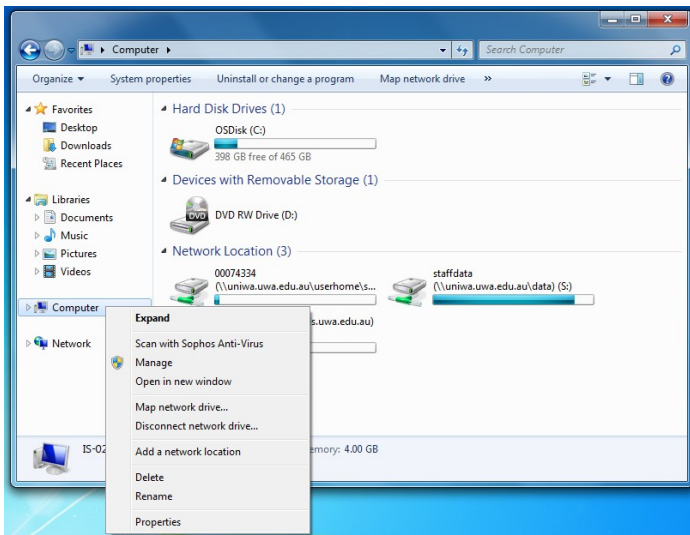
## How to map your IRDS drive in Windows 7

*There are two methods described within this document. If you experience issues with the first method, please attempt the second method.*

### Method #1

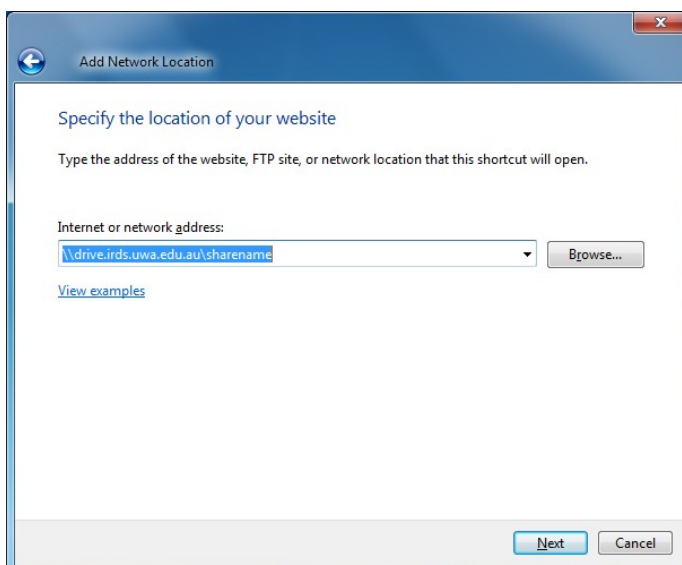
#### Step one

Open a new **Windows Explorer** window. Right click on **Computer** and select **Add a network location**.



#### Step two

Click **Next** at the first window, then select **Choose a custom network location**. Type the Uniform Naming Convention (UNC) path for the server and shared resource in the following format:  
**\\drive.irds.uwa.edu.au\sharename** (where 'sharename' is the name of your share as provided to you)



Click **Next** and then type in a short name for the shortcut, then click **Next** and then **Finish**.

The Share file folder will appear in **Computer >Network location**.

**More information:** [is.uwa.edu.au/research/irds](http://is.uwa.edu.au/research/irds)

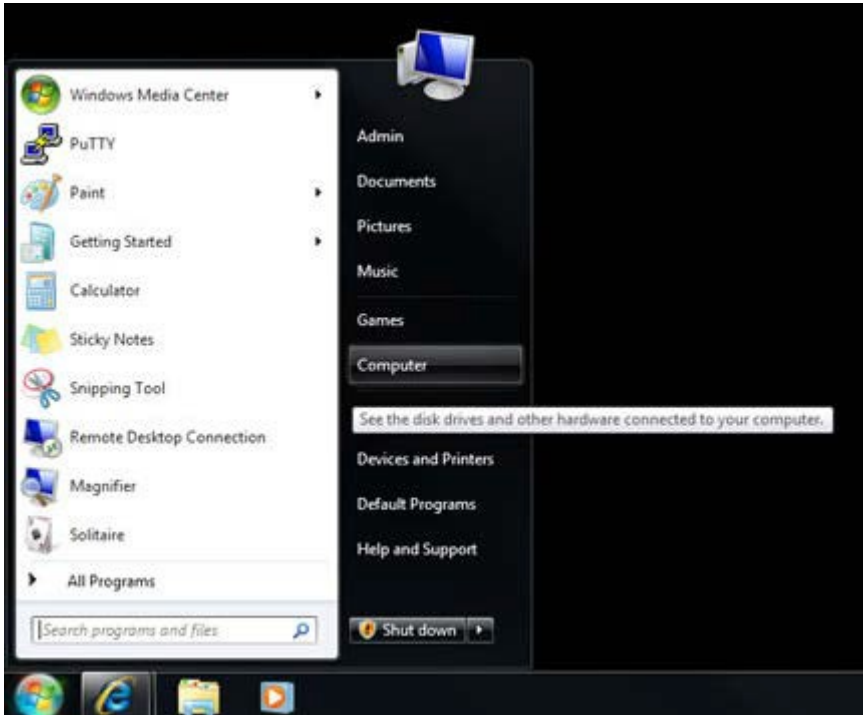
# How to map your IRDS drive in Windows 7



## Method #2

### Step one

Open **Computer** by clicking the **Start Button** , and then clicking **Computer**



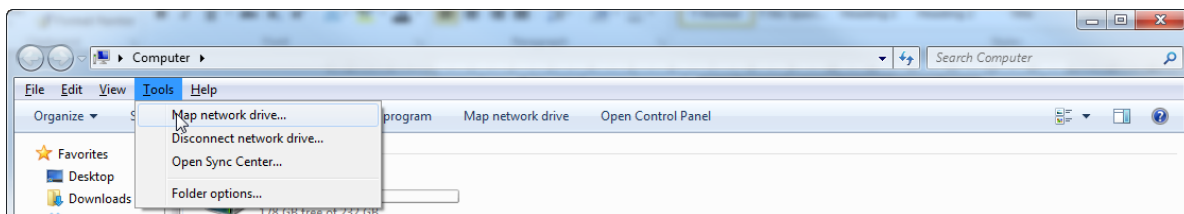
### Step two

Either select **Map Network Drive** in the ribbon:



OR

Click the **Tools** menu, and then click **Map Network Drive**. \*\*If you don't see the **Tools** menu, press **ALT** on your keyboard.

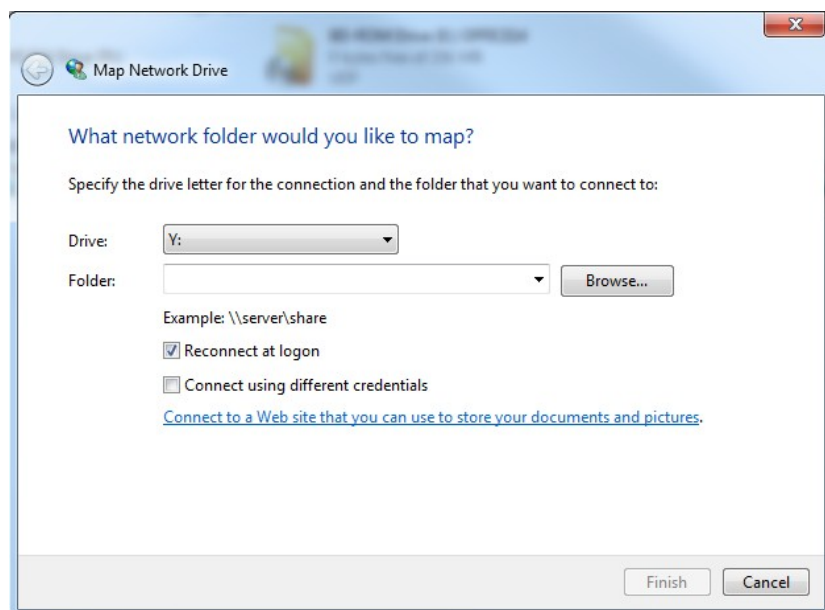


# How to map your IRDS drive in Windows 7

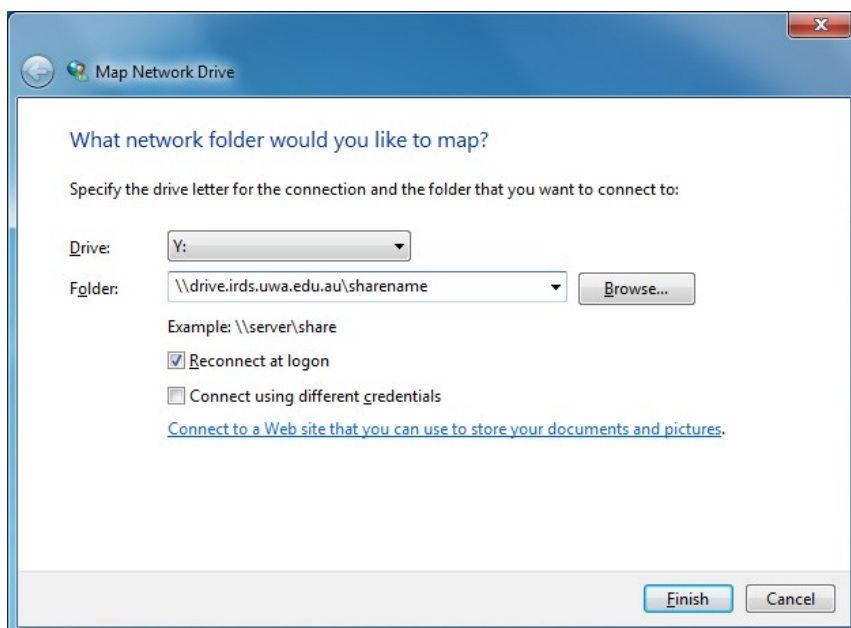


## Step three

In the Drive dialogue, select a drive letter:



In the **Folder** section, type the Uniform Naming Convention (UNC) path for the server and shared resource in the following format: **\\drive.irds.uwa.edu.au\sharename** (where 'sharename' is the name of your share as provided to you)



Ensure **Reconnect at logon** is selected. Click on **Finish**.

# How to map your IRDS drive in Windows 7



**Note:** If you are not currently logged into the UNIWA domain you will be presented with an authentication box as below.

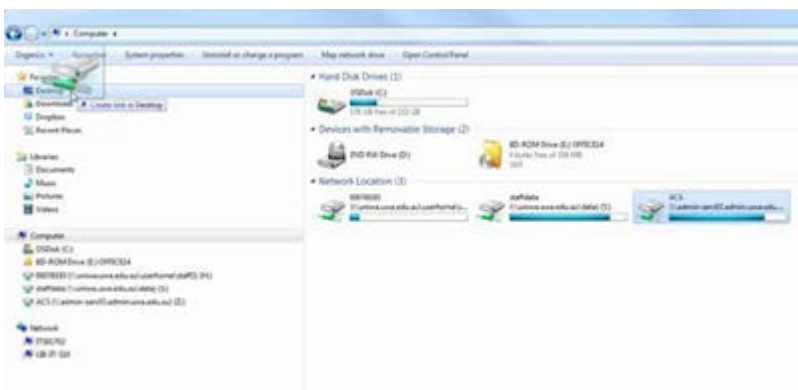


Please use UNIWA\staff ID & pheme password.

## Step four

An **Explorer** window will open automatically with the drive mapped under **Network Location**

To create a shortcut on the **Desktop**, **drag and drop** the shared drive to your **Desktop** in **Explorer**



**You are now done!**