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.

![Image showing Windows Explorer window with Computer > 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)

![Image showing Add Network Location dialog box]

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
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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.

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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.

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

![Windows Security](image)

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!