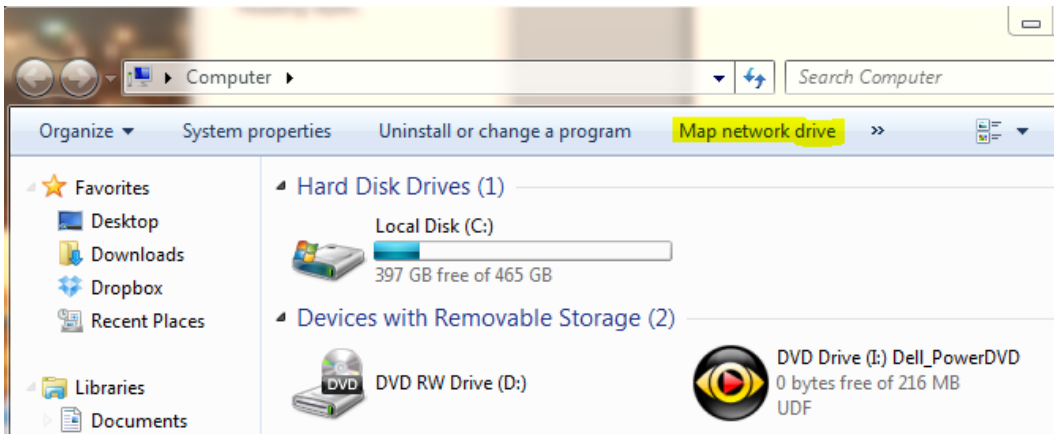# How to Map a Personal Share (U: Drive/Home Directory) on UABFILE
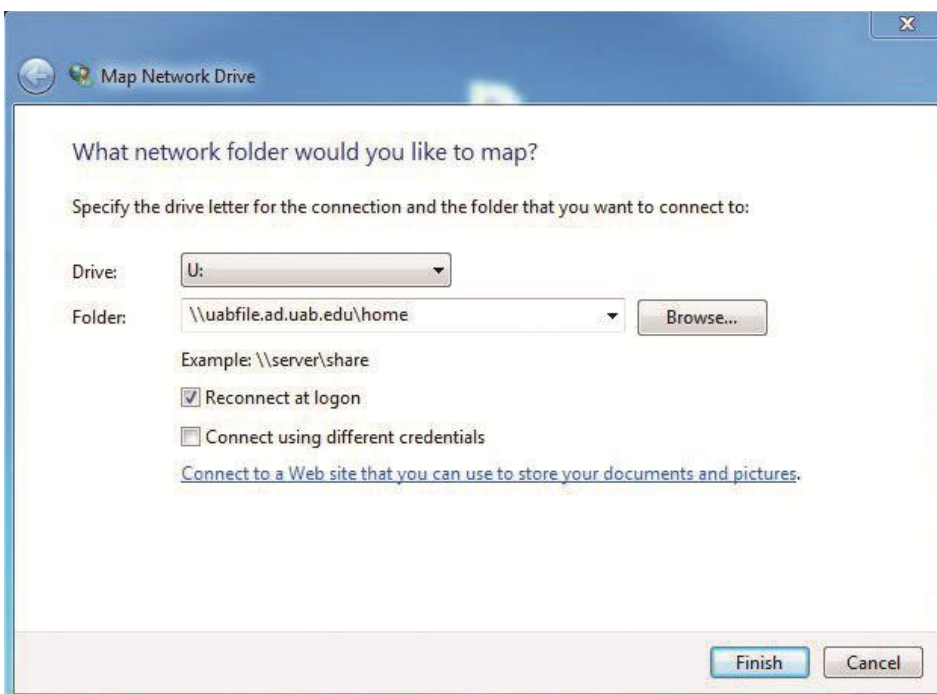
Windows 7

Note: If your PC is off campus, you'll need to connect using VPN.

1. Click the Start button (the blue circle located in the Task Bar in the bottom left corner of the desktop).

2. Once the Start menu opens, click "Computer" on the right side of the menu.

3. At the top Computer window, select Map Network Drive (highlighted in the picture below).
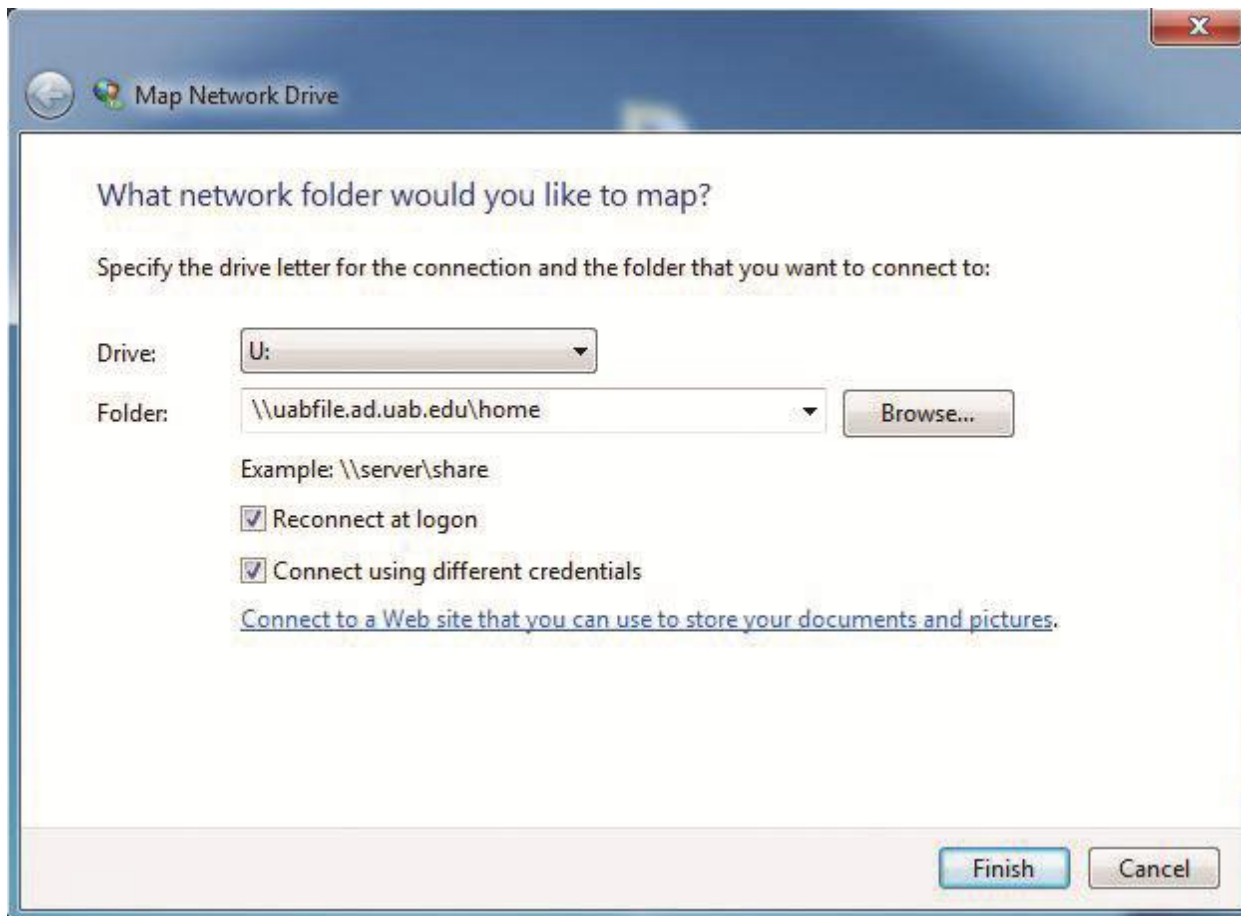

4. In the next window, select any letter for the Drive – we'll use U: in this example.

5. Type \\uabfile.ad.uab.edu\home in the Folder field.

6. Check the "Reconnect at logon" box only if you are using a private computer.

7a.If you are on campus and authenticated through the ad.uab.edu domain, click Finish.

7b. If you are off campus, or authenticated with a domain other than ad.uab.edu, follow these additional steps:

- Check the "Connect using different credentials" box.
- Clicking Finish will open a dialog box asking for user authentication.
- For user name, type uab\BlazerID, but replace BlazerID with your own BlazerID.
- For password, type your BlazerID password.
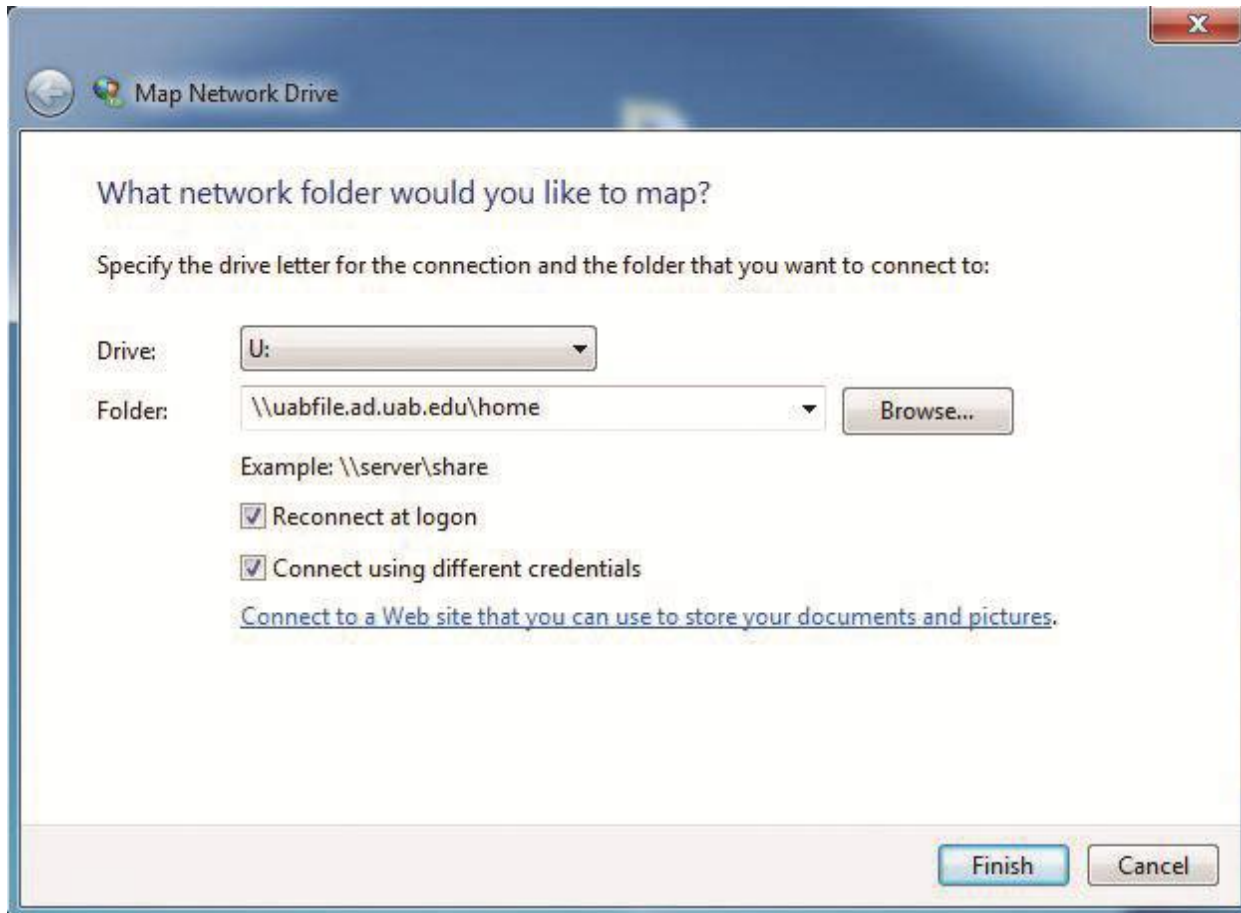- Click OK.

Windows XP

Note: If your PC is off campus, you'll need to connect using VPN.

1. Click the Start Button in the bottom left corner.

2. Right-click "My Computer" and click Properties. If you don't see My Computer listed on your Start button, find "My Computer" on your Desktop, right-click it and click Properties).

3. Click "Map Network Drive."

4. In the next window, select any letter for the Drive – we'll use U: in this example.

5. Type \\uabfile.ad.uab.edu\home in the Folder field.

6. Check the "Reconnect at logon" box only if you are using a private computer.

7a. If you are on campus and authenticated through the ad.uab.edu domain, click Finish.

7b. If you are off campus, or authenticated with a domain other than ad.uab.edu, follow these additional steps:

- Check the "Connect using different credentials" box.
- Clicking Finish will open a dialog box asking for user authentication.
- For user name, type uab\BlazerID and replace BlazerID with your own BlazerID.
- For password, type your BlazerID password.
- Click OK.

Apple OS X

Note: If your computer is off campus, you'll need to connect using VPN.

1. Go to your Finder menu bar and click on the Go menu.

2. Choose "Connect to Server" on the Go menu.

3. Once the Connect to Server dialog box opens, type smb://uabfile.ad.uab.edu/Home in the Server Address field. **Be sure that the "H" in Home is capitalized**. (If the "H" is not capitalized, Microsoft Office documents stored on the share will not open). Click Connect.

4. Clicking Connect will open a dialog box asking for user authentication. Be sure the "Registered User" radio button is selected. For user name, type uab\BlazerID and replace BlazerID with your own BlazerID. For password, type your BlazerID password. Click Connect.

5. Successful authentication will complete the connection process.