Gratia Christian College
宏恩基督教學院

Guide to College Shared Folders

DESCRIPTION

These shared folders have been setup for the following purposes:
- enable sharing of important files among different academic and administrative units
- support sharing over heterogenius operating system
- secured access using EID (Electronic ID)
- data traffic is confined to LAN (Local Area Network) only

USAGE

Accessing the shared folders from the Linux environment

Invoke the File Manager by clicking the [icon] icon in the Launcher.

The File Manager, as show in the diagram below, will pop up after a short moment.
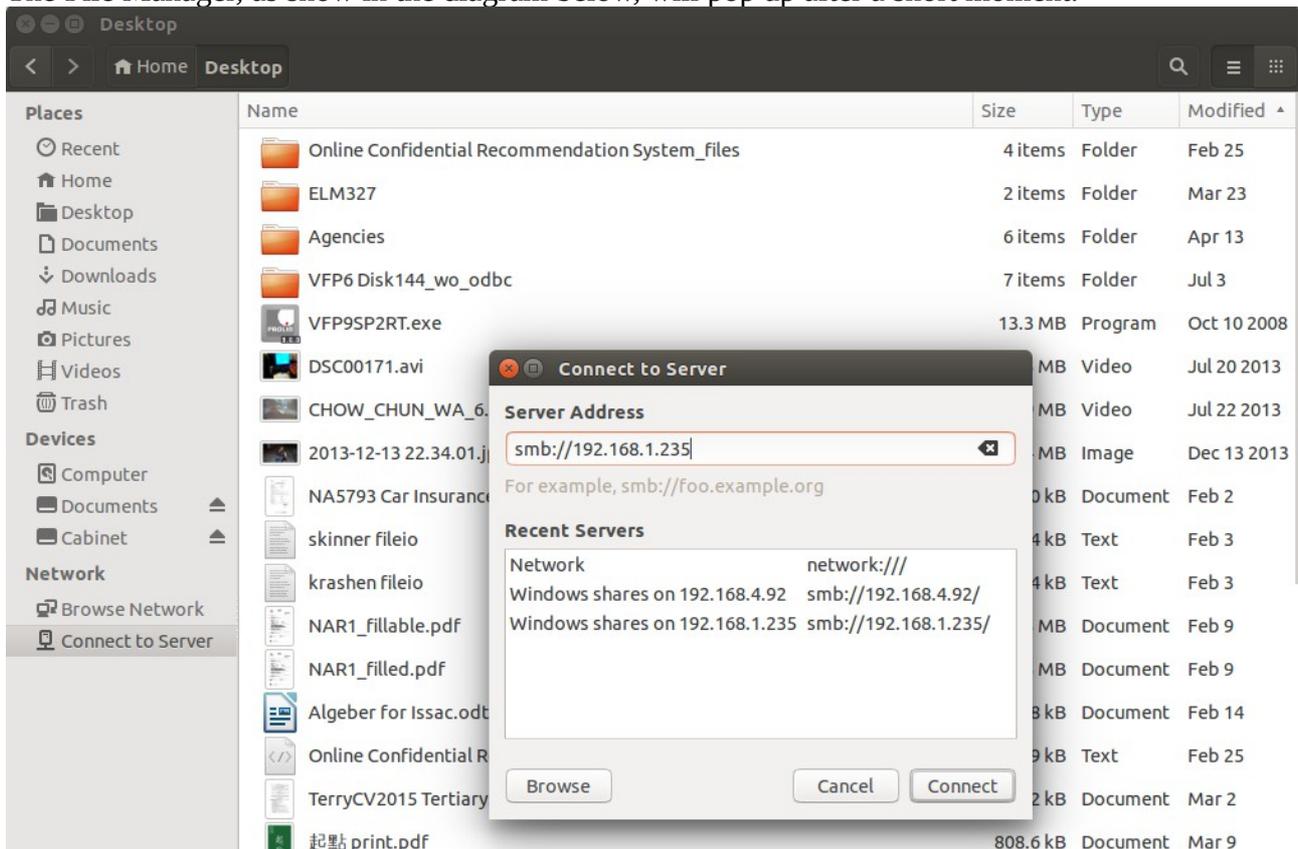
Click the "Connect to Server" shortcut in the left pane of the File Manager window
Type "smb://192.168.1.235" into the box under "Server Address"
Click the [Connect] button

A list of the available shared folders will be displayed as below:
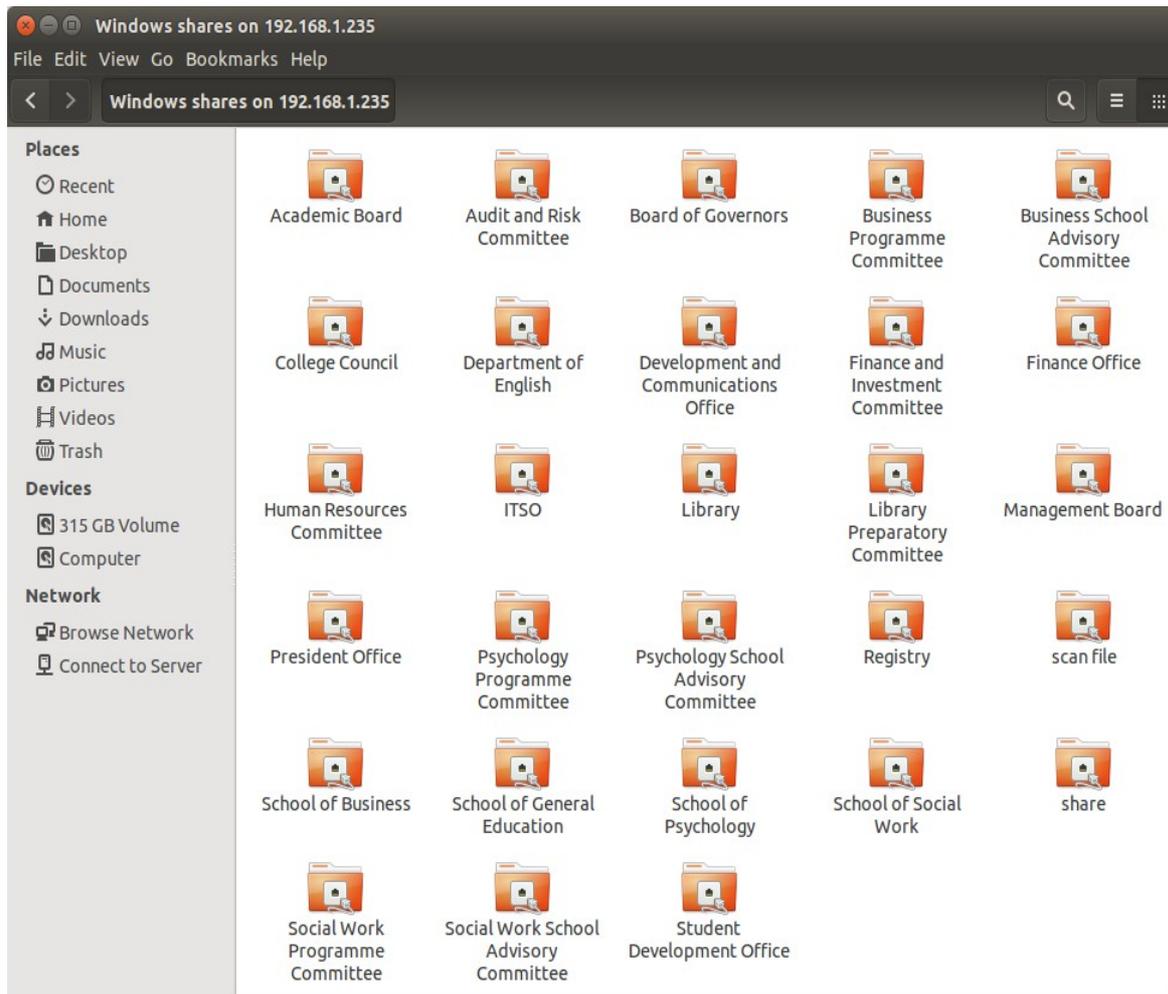
Double click on the folder that you want to access.

You will be asked to authenticate yourself using your EID and Password. Enter these information as in the diagram on the right.

There are three radio buttons for controlling how the system should memorise your credential. Select the appropriate button to suit your need.

Click [Connect] when ready.
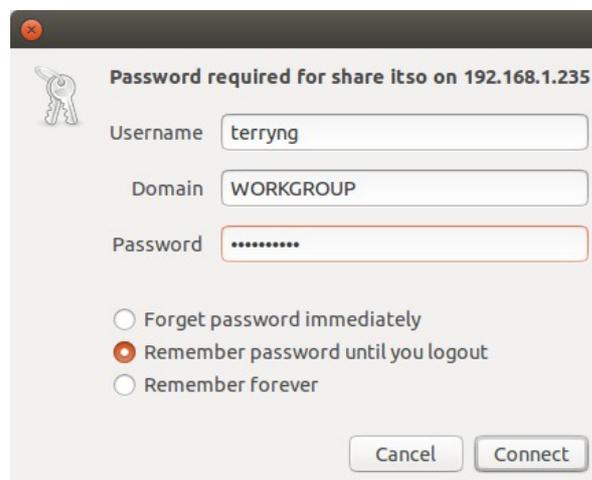
On successful authentication, you will be shown the contents of the targeted folder. However, you will be asked to authenticate yourself again if:

- you do not have access right to this folder
- you have entered the wrong credential

Please notify ITSO should you encountered any difficuty in accessing the folder.

Please note that a shortcut to the targeted folders will be available in the left pane.

Click on the [Eject] icon will disconnect the targeted shared folder.
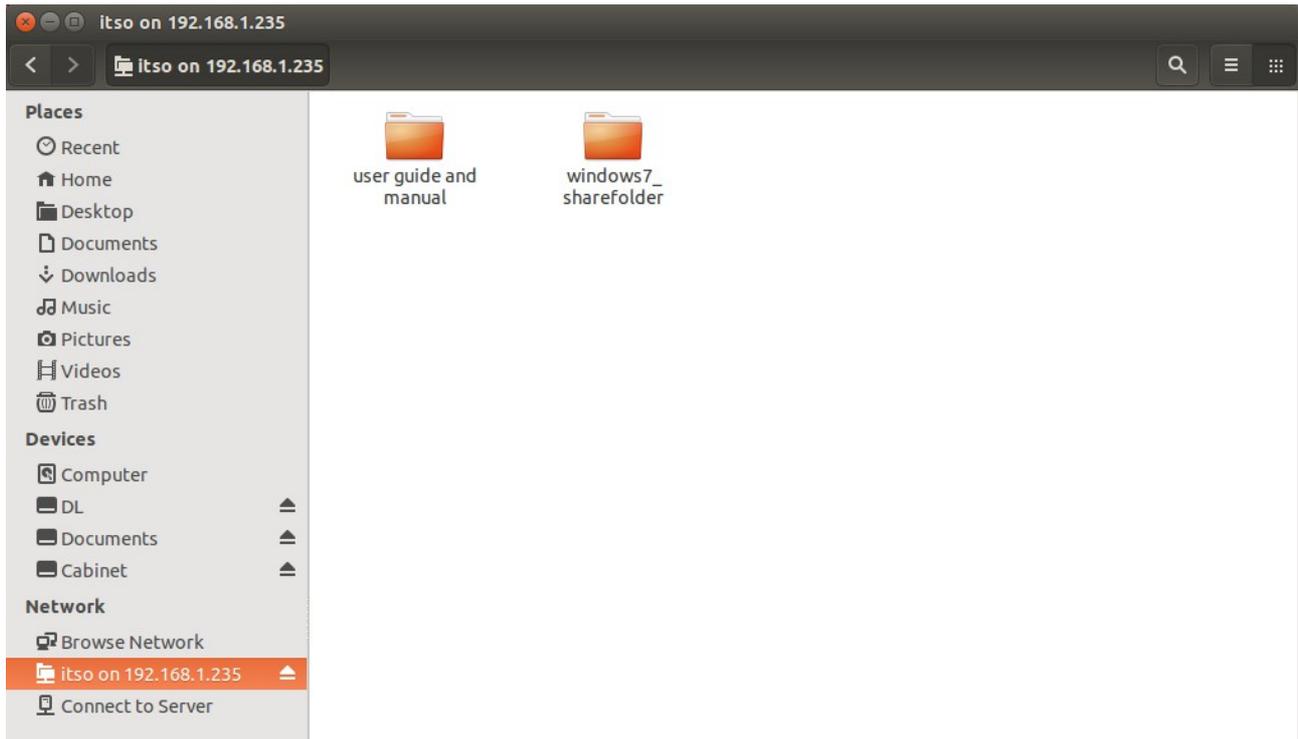
Note: You may need to press [F5] to refresh the windows in case other people is writing to the same folder.

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Accessing the shared folders from the Windows environment

Right click on an empty place on the desktop.
Hightlight "New" and then "Shortcut"
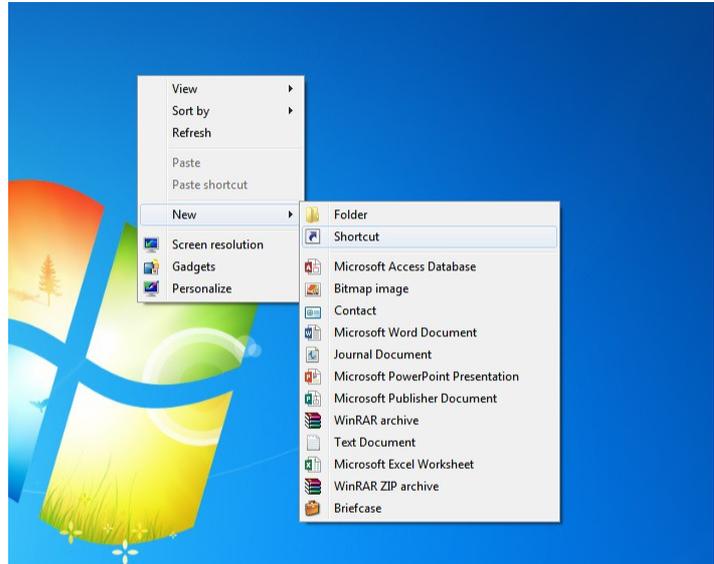
To specify the location of the server,
type "\\192.168.1.235" into the location box

and

click [Next]
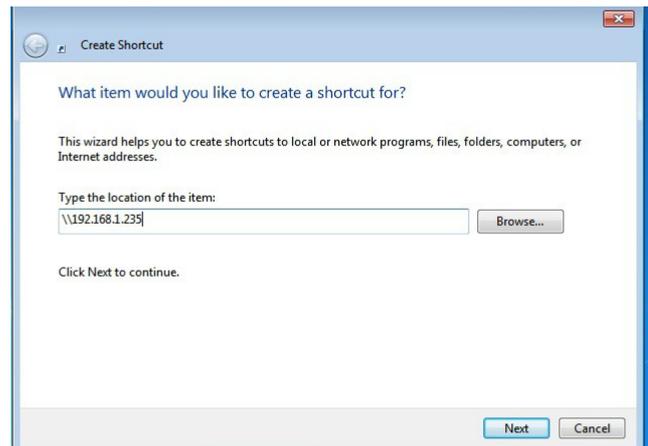
You will be ask to provide a name for this shortcut. You may name it whatever you like.

Click [Finish] when you are ready.
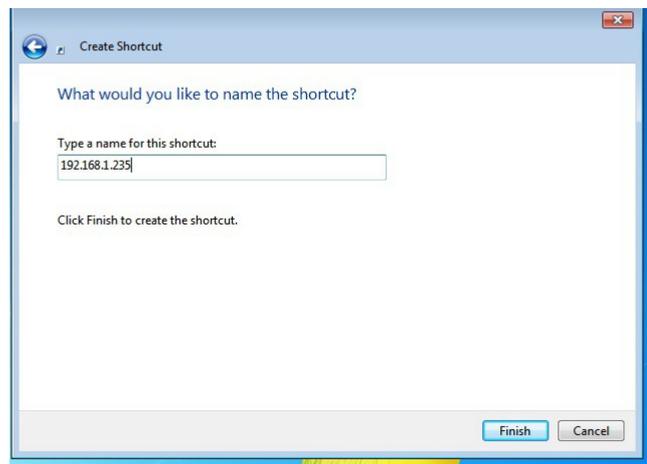
A shortcut icon will created on your desktop.

To access the shared folders, double click on the
newly created shortcut icon.

You will be showed all the shared folders.
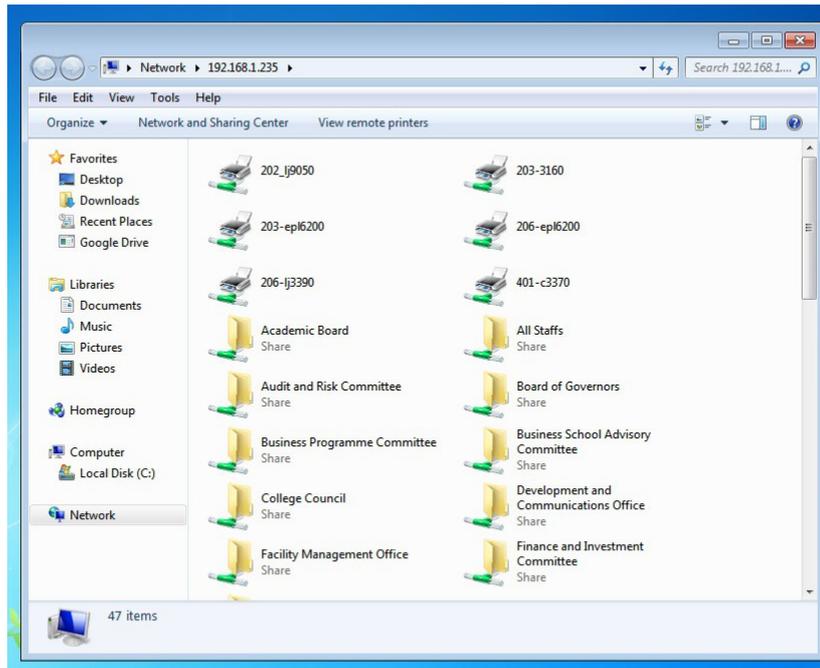
Double click on the shared folder that you wat to access. You will be asked to authenticate yourself.
Please key in your EID and password.

You should be able to access the files inside the targeted folder.

End of documents
Prepared by the ITSO team. Last updated on 24 Aug 2015

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