

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 **Launcher** 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 "<u>smb://192.168.1.235</u>" 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.

2	Password r	equired for share itso on 192.168.1.2
U	Username	terryng
	Domain	WORKGROUP
	Password	
	🔿 Forget p	bassword immediately
	O Remem	ber password until you logout
	Remem	ber forever



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.

😣 🖨 🗊 itso on 192.168.1.235	• itso on 192.168.1.235				
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Places					
⊘ Recent					
🏦 Home	user guide and	windows7_			
🛅 Desktop	IIIdIIUdi	Silarerolder			
Documents					
Downloads					
J Music					
D Pictures					
I Videos					
መ Trash					
Devices					
Computer					
🗖 DL 🔺					
Documents	12				
🗖 Cabinet 🖉					
Network					
🗗 Browse Network					
📃 🔄 itso on 192.168.1.235					
Connect to Server					

Note: You may need to press [F5] to refresh the windows in case other people is writing to the same folder.



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]

	Create Shortcut	
W	/hat item would you like to create a shortcut for?	
Th	nis wizard helps you to create shortcuts to local or network programs, files, folders, computers, or ternet addresses.	
Ту	pe the location of the item:	
V	192.168.1.235 Browse	
CI	ick Next to continue.	
	Next Ca	ncel

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

Click [Finish] when you are ready.

Type a name for this shortcut: 192.168.1.235	
Click Finish to create the shortcut.	



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.

ile Edit View Tools H	elp		
Organize Network and	Sharing Center View remote printers		•
Favorites	202_1j9050	203-3160	
Recent Places	203-еріб200	206-epl6200	
🕞 Libraries 📑 Documents	206-1j3390	401-c3370	
Music End Pictures Videos Videos	Academic Board Share	All Staffs Share	
n Homegroup	Audit and Risk Committee Share	Board of Governors Share	
1특 Computer 鑑 Local Disk (C:)	Business Programme Committee Share	Business School Advisory Committee Share	
📬 Network	College Council Share	Development and Communications Office Share	
	Facility Management Office	Finance and Investment Committee Share	

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.

Enter Net	work Password
Enter your p	assword to connect to: 192.168.1.235
	Iker name
	Decement
	Domain: ITSO-PC
	Remember my credentials
🐼 A	ccess is denied.

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