

Connect and disconnect a network drive for Windows

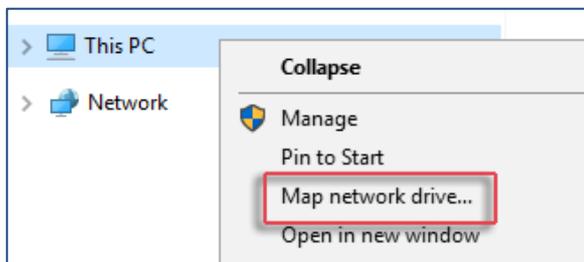
Important:

- In order to access the network drive on the file server, you need to already have a valid **user account** (e.g. **BA number** and **password**).
- Additionally, your device has to be connected to the university network either by using the university's Wi-Fi or by using a VPN connection. Information regarding VPN at the University of Bamberg can be found here: www.uni-bamberg.de/rz/vpn.

1. Map a network drive

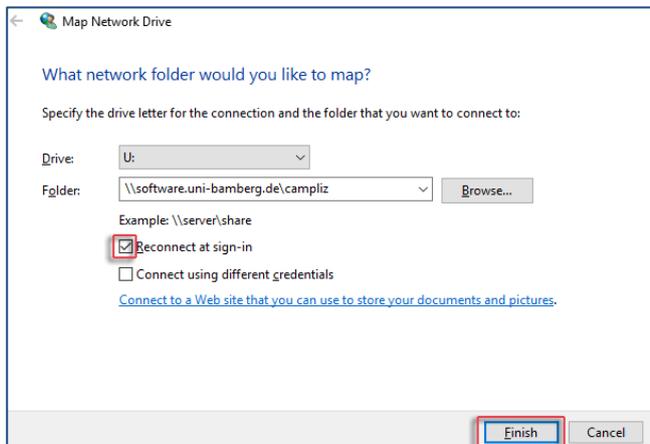
Open the File Explorer by simultaneously pressing the **Windows logo key + E** on your keyboard or by double clicking on the **File Explorer** shortcut.

After that, **right-click** on **This PC** and select **Map network drive...**



1.1. Enter the file server's address

A new dialog will now open where you can select a free **Drive** via the Dropdown-Menu.



In the input line at **Folder** enter the path of your requested network drive:

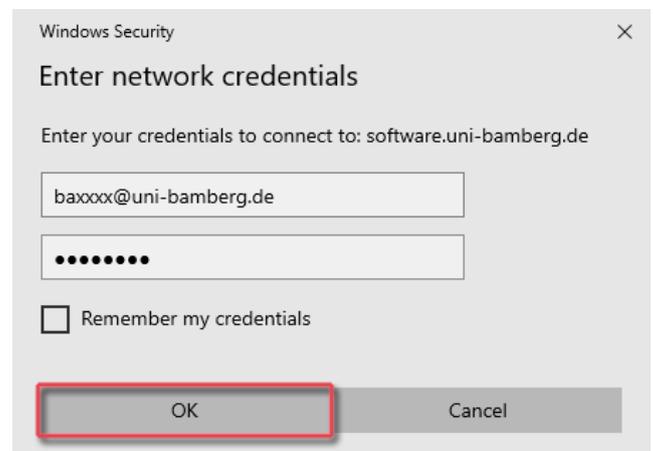
- Software (campus licences) of the University of Bamberg:
\\software.uni-bamberg.de\campliz
- Student's personal network drive:
\\studhome.uni-bamberg.de\stud\baXXXXXX
- Employee's network drive:
\\daten.uni-bamberg.de\baXXXX
- Departmental Data Storage (Projects, Teams):
\\daten.uni-bamberg.de\identifier

If you want to connect automatically with the network drive after every restart of your device make sure to check **Reconnect at sign-in**.

If the login information of your windows user profile is **not** your BA-Number and the corresponding password, you will have to check **Connect using different credentials**.

1.2. Are you not using a university device? You will need different login information!

Check the box **Connect using different credentials** if your windows user profile is not comprised of your BA-Number and the corresponding password. This is mostly the case when using a private notebook. After selecting **Finish** you will be asked to enter your network credentials:



Enter **BA number@uni-bamberg.de** and the corresponding **password**. If you want, you can choose **Remember my credentials**. Then click **OK**.

1.3. Finish the set-up of your network drive

If all entered details are correct, a separate window will open with the newly set up network drive. The network drive will also be shown under **This PC**.

2. Disconnect the network drive

If you want to disconnect the network drive, open the File Explorer. Then right-click on the network drive you want to disconnect and select **Disconnect**.

Any Questions?

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