

# 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/its/vpn](http://www.uni-bamberg.de/its/vpn).
- Computers which are centrally installed by the IT-Service are automatically connected with the personal employee's network drive and the departmental data storage after someone logging on.

## 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...**

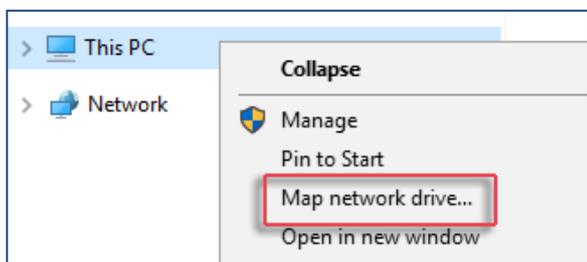


Figure 1: Right-Click Menu option Map network drive

### 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.

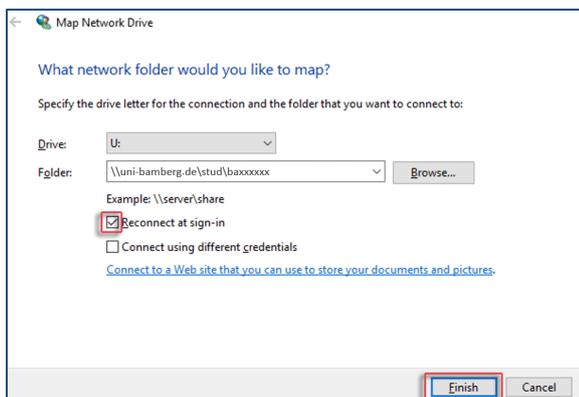


Figure 2: Dialogue window Map Network Drive

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

- Student's personal network drive:  
**\\uni-bamberg.de\stud\baXXXXXX**
- Employee's network drive:  
**\\uni-bamberg.de\home\baXXXX**
- Departmental Data Storage (Projects, Teams):  
**\\uni-bamberg.de\team**

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

### 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:



Figure 3: Enter 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

**Note:** All your different departmental data storages will be automatically integrated when setting up your departmental data storage **\\uni-bamberg.de\team**.

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**.

## 3 Any Questions?

IT-Support  
 Phone: +49 951 863-1333  
 Email: [it-support@uni-bamberg.de](mailto:it-support@uni-bamberg.de)