

How to connect to your Partners' Home Drive

You can connect to your Partners' home drive from any computer inside the Partners' network or from a home computer using a Partners' VPN connection.

1. Look up your Home Drive at:

<http://helpdeskqueries.partners.org/userinfo/def1.html>

- a. Enter your Partners/Outlook username and password in the pop-up window.
- b. Type in your Partners/Outlook username *or* first and last name, and click Submit.
All information on your shared drives, including your home drive, should be listed.
- c. Look for the line:

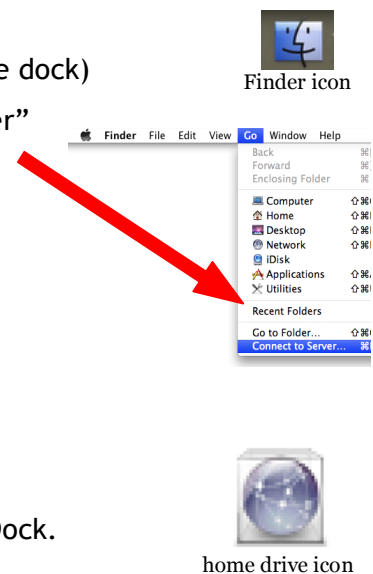
Home Server: \\HOME##\username\$

home## is your home drive location; **username** is your Partners/Outlook username.

2. Access your home drive through OSX

- a. Go to Finder (click on the desktop or on the Finder icon in the dock)
- b. In the taskbar (very top) select "Go," then "Connect to Server"
- c. In "Server Address", type in the following:
[smb://home##.partners.org/username\\$](smb://home##.partners.org/username$)
- d. Click "Connect."
- e. A pop-up window will ask for your login information.
Put in your Partners/Outlook username and password.
- f. Your home drive will appear on the desktop.
- g. Drag your files into it!
- h. When you're finished, drag the icon to the Trash icon in the Dock.

This will disconnect your home drive from the computer.



3. Access your home drive through Windows

- a. Select Start, then Run
- b. Type in the following:
[\\HOME##.partners.org/username\\$](\\HOME##.partners.org/username$)
- c. A pop-up window will ask for your login information. Put in your Partners/Outlook username and password. If it rejects it and pops up again, look at the box asking for Username, and change it to say:
[PARTNERS\username\\$](PARTNERS\username$)
- d. A window will pop up with your home drive.
- e. Drag your files into or out of it!
- f. It will automatically disconnect when you close the window.

Questions or problems? Just ask!

E-mail crm.flow.cytometry@gmail.com

or visit us in room 4310, Monday-Thursday 9AM-10PM, Friday 9AM-5PM.