

# DEPARTMENT SHARES

- UGENT DEPARTMENT OF GEOGRAPHY -

Version 14/11/2018

## Introduction

A lot of the department's digital data is stored on the central UGent storage infrastructure. This is highly recommended as it ensures availability and security.

The data is available to staff members through the use of **shares**. The department has a number of general shares, along with shares for research units and some task specific shares.

Alongside these department shares, UGent also offers a number of university wide shares, like a home folder (used for Athena) and the "scans" folder for use with the "Scan-To-Folder" function on the Ricoh multifunctionals.

Due to the underlying complexity of equipment used to offer the storage, sometimes users face problems when accessing shares they have the correct permissions for. In most cases errors are caused by using incorrect credentials.

Important to remember is that each time you mount (map) a share (network drive) and you are asked for a user name, you should **always add "UGENT" before your regular username**.

## Mounting on Windows

UGent offers of a Global Namespace (<https://helpdesk.ugent.be/netdisk/global.php>) which allows you to address all your shares and network folders via one sole drive mapping (Windows only):

**\\files.ugent.be\[user name]**

You can easily set up the connection through the graphical Windows user interface in Explorer, but using the command line is less error prone and because of the complex technical nature of the department shares also preferred:

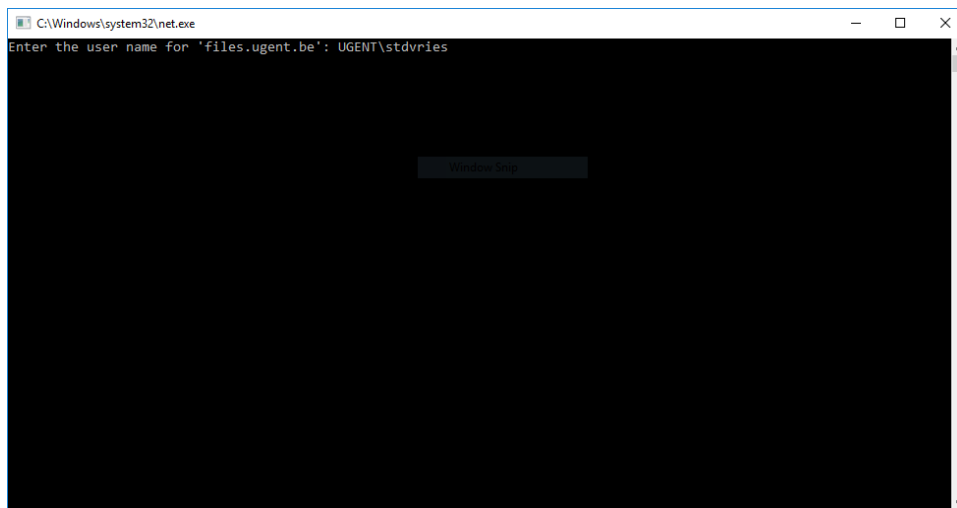
Use the key combination “**Windows key + r**” to open the “Run command” window. Type

**“net use G: \\files.ugent.be\[user\_name] /savecred /persistent:yes”**

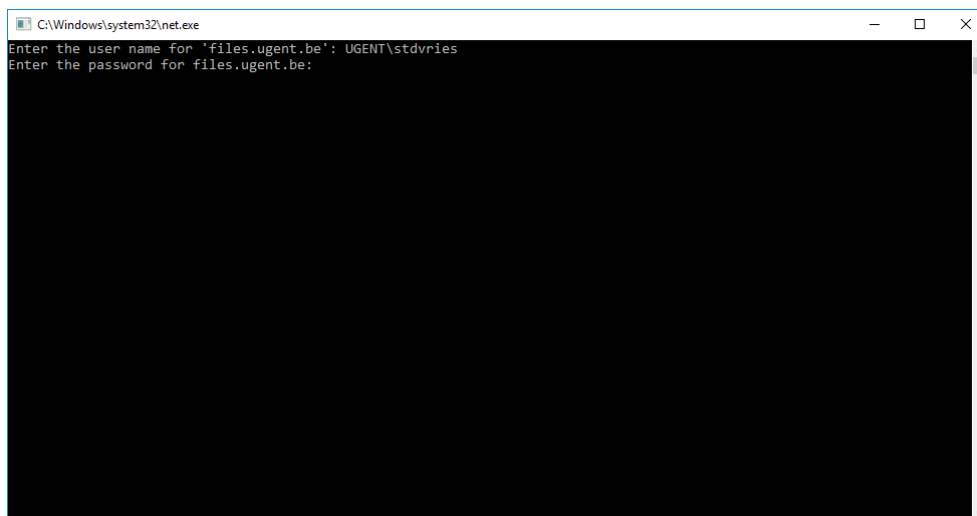
Don't forget to replace “[user\_name]” with your own user name, then click “**OK**”.

Note: if you get an error, it is probably the G-drive that is already taken. Try again replacing the ‘**G:**’ with a lower letter or with ‘**\***’, which will set the first available drive letter.

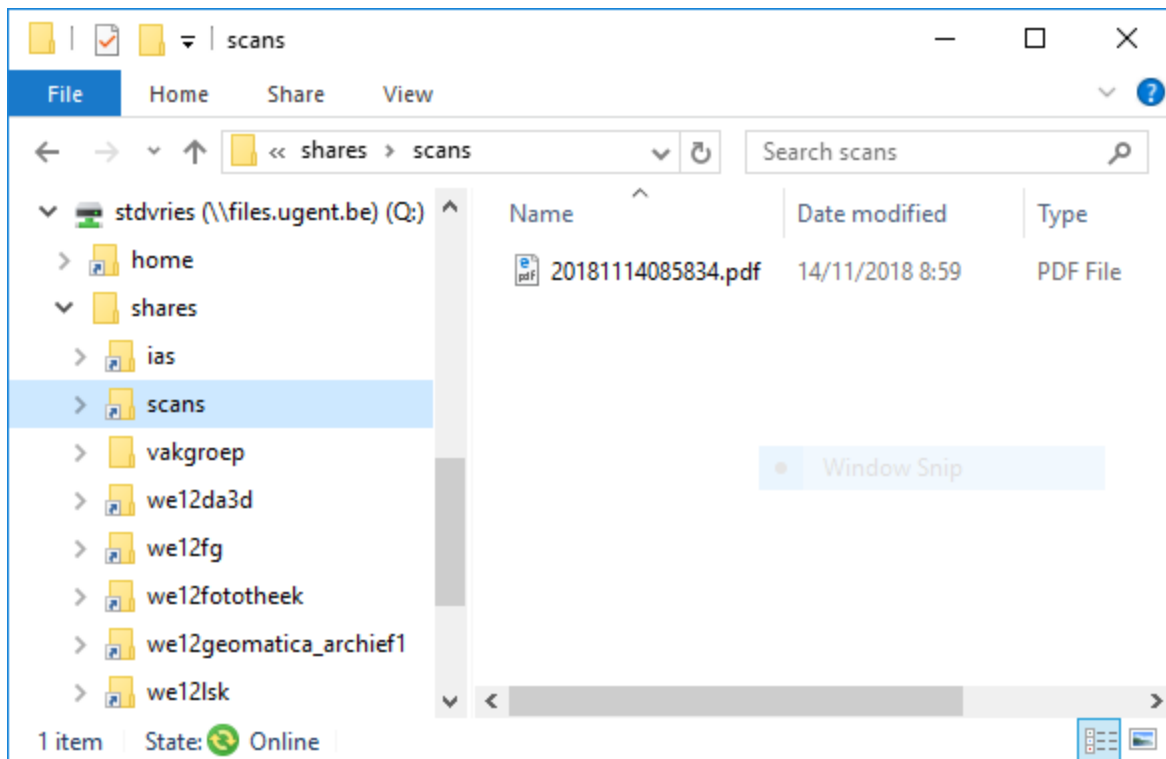
A command line window is now started and you are asked to enter the user name. Type it (preceded by ‘**UGENT\!**’) and hit the enter key.



Next you will be asked to enter your UGent password. Type it and hit enter.



If all went well, your drive is now mapped and available for use with the correct permissions:



## Mounting on Mac and Linux

On Mac and Linux, Global Namespace is not available and shares should be mounted separately:

[https://helpdesk.ugent.be/netdisk/en/bestand\\_mount.php](https://helpdesk.ugent.be/netdisk/en/bestand_mount.php)

Some useful mount paths:

```
smb://files.ugent.be/[user_name]/shares/scans
```

```
smb://files.ugent.be//[user_name]/shares/vakgroep/we12
```

Please note: as always, do not forget to prefix your user name with 'UGENT\' when entering your credentials!

**If you face any problem, do not hesitate to contact the department system administrator!**