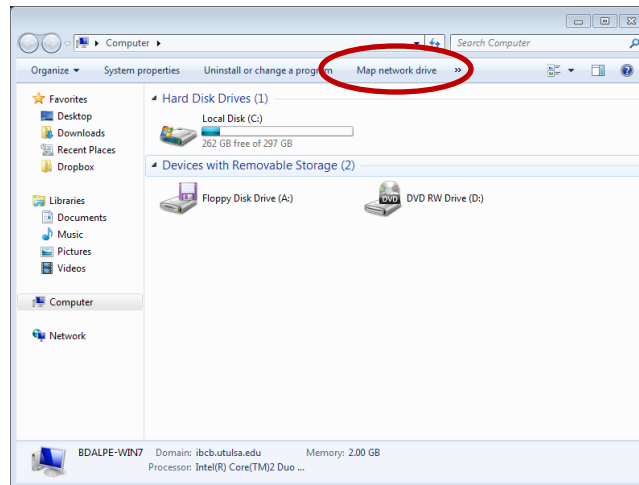


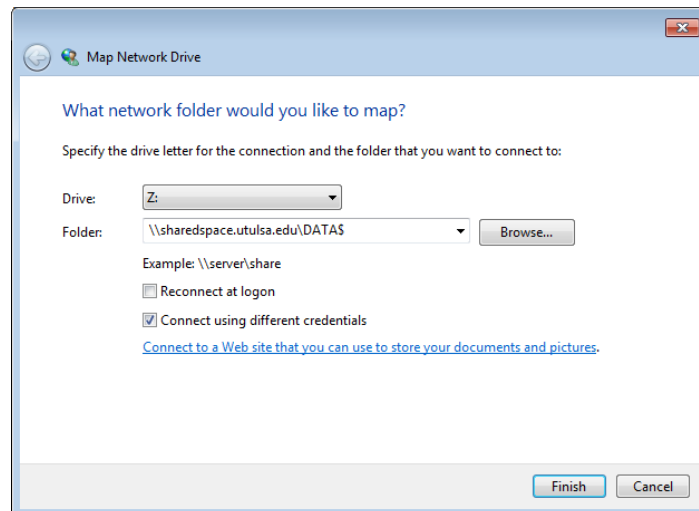
Accessing Shared Space on your Personal Computer

Windows:

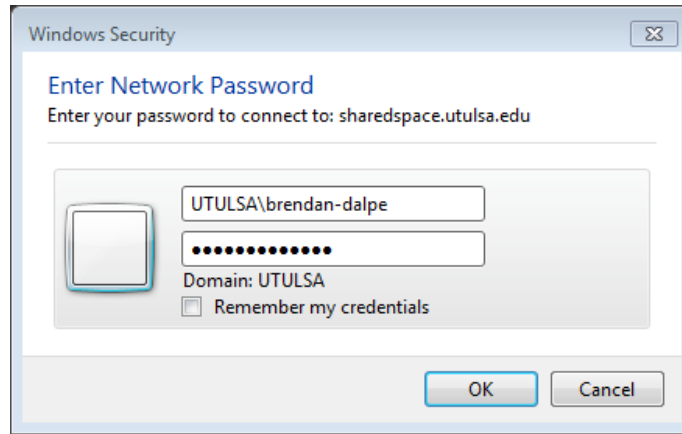
In My Computer, click the “Map network drive” button.



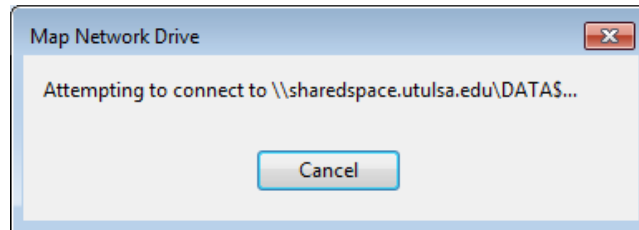
In the dialog box that appears, enter “\\sharedspace.utulsa.edu\DATA\$” into the Folder text box. Make sure you check “Connect using different credentials”.



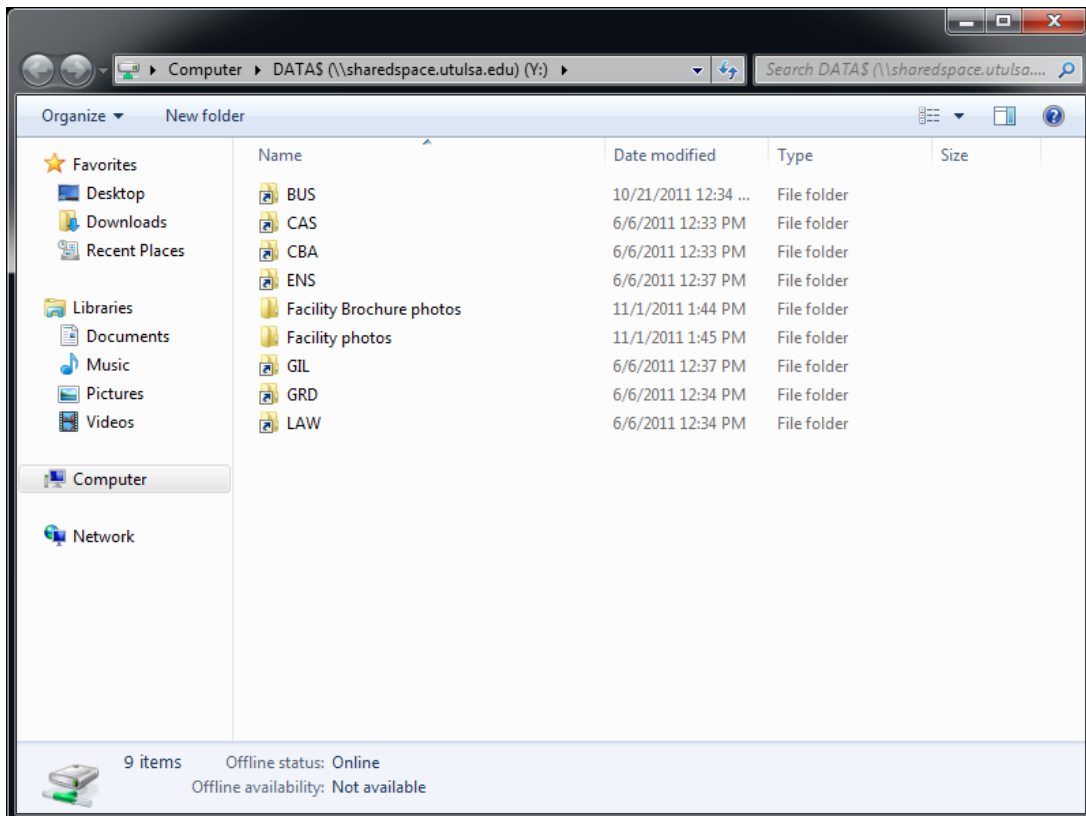
When the Enter Network Password dialog appears, enter your username in the format “UTULSA\first-last” or “UTULSA\initials123”. Enter your University of Tulsa password.



You will see the following dialog when your computer is connecting to the shared space network drive.

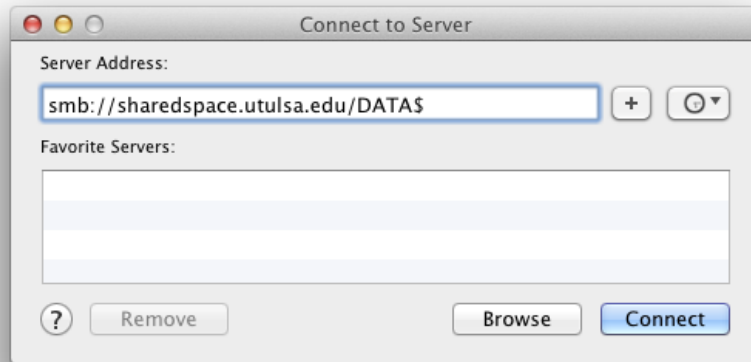


If your computer connects successfully, you will see the following window with all of colleges' folders. SA material is located in BUS > Student Association.

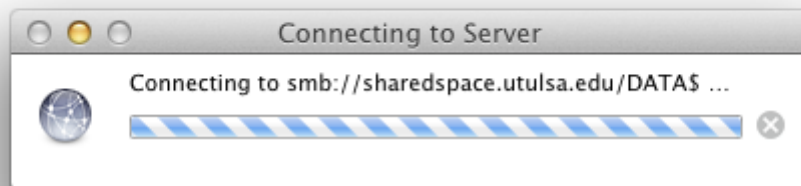


Mac:

Open a new finder window. On the menu bar, click “Go” and then choose “Connect to Server”. The following dialog appears. Alternately, ⌘K. Enter “smb://sharedspace.utulsa.edu/DATA\$” into the Server Address field. Click Connect when you are done.



You will see the following as your computer attempts to connect to the shared space network drive.



You will see the following dialog asking for your credentials. Select Registered User and then enter your username in the form of “first-last” or “initials123” and your University of Tulsa password.



If everything is successful, you will see the following window with all of the colleges' folders. SA materials are located in BUS > Student Association.

