**Accessing & Mapping Tufts Network Drives outside the Data Lab**

*Modified 4/19/2017*

The Data Lab maintains four drives, the **H:\**, **M:\**, **N:\** and **S:\**, which contain data and information related to GIS. Users are automatically connected to these drives in the Data Lab. On Tufts computers outside of the Data Lab, users will need to manually connect to these drives using the instructions below.

* The **H:\** drive is a user’s ***personal*** network drive with 10 GB of storage.
* The **M:\** drive contains frequently used **GIS datasets** organized by geographic location. This data is ***read*** ***only***.
* The**N:\** drive contains large, global **GIS datasets**, such as global land cover, SRTM and Nighttime Lights. This data is ***read only.***
* The **S:\** drive contains information regarding **classes**, **projects**, and **GIS** **Center** **Administration**.

To use the network drives in ArcMap, you must first **map the network drive** in Windows. The following sections review the process from the **Medford campus,** the **Boston** or **Grafton campus**, or from your **home via the VPN**.

# Mapping a Network Drive in Windows on the Tufts Medford Campus

Step 1: Depending on which version of Windows the computer is running, **Map a Network Drive** as follows:

* **Windows 7**: Go to Start 🡪 Computer 🡪 *Map Network Drive tab* (this includes Eaton and Mugar Labs)
* **Windows XP:** Go to My Computer 🡪 From the menu bar, select *Tools* → *Map Network Drive*.

Step 2**:** In the drop down menu labeled *Drive:* choose the drive letter that you want to map (H:\, M:\, or S:\). If the letter drive is not available, select an available drive letter.\*

Step 3: In the *Folder:* drop down menu manually enter (or copy and paste) one or all of the following pathways

* For the **H:\** drive enter: \\rstore2\gisusers$\*yourUTLN* (Example: \\rstore2\gisusers$\asmith01)
* For the **M:\** drive enter: \\rstore2\gis$\datasets
* For the **N:\** drive enter**:    \\rstore1\tts\_rsch\_gis\_dataset02$**
* For the **S:\** drive enter: \\rstore2\gisprojects$

Step 4: Check the box *Reconnect at logon*. Click Finish.

# Mapping a Network Drive in Windows on the Boston/Grafton Campus:

Step 1: Depending on which version of Windows the computer is running, **Map a Network Drive** as follows:

* **Windows 7** – Go to Start –> Computer –> *Map Network Drive tab* (this includes Eaton and Mugar Labs)
* **Windows XP -** Go to My Computer. From the menu bar, select *Tools* → *Map Network Drive*.

Step 2**:** In the drop down menu labeled *Drive:* choose the drive letter that you want to map (H:\, M:\, or S:\).

Step 3: In the *Folder:* drop down menu manually enter (or copy and paste) one or all of the following pathways

**\*NOTE BOSTON/GRAFTON CAMPUS:** Users on the Boston campus LRC will be prompted to enter their username (UTLN) and password. You must include **“Tufts\”** before your username. For instance username: **Tufts\UTLN.**

* For the **H:\**drive enter:  **\\rstore2.uit.tufts.edu\gisusers$\yourUTLN**(Example: \\rstore2.uit.tufts.edu\gisusers$\asmith01)
* For the **M:\**drive enter:   **\\rstore2.uit.tufts.edu\gis$\datasets**
* For the **N:\** drive enter:    **\\rstore1.uit.tufts.edu\tts\_rsch\_gis\_dataset02$**
* For the **S:\**drive enter:   **\\rstore2.uit.tufts.edu\gisprojects$**

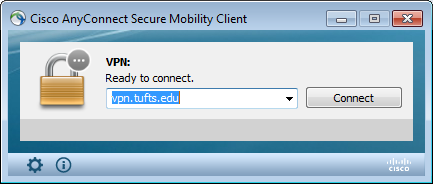
# Mapping a Network Drive in Windows from Home via the Tufts VPN:

To use the network drives in ArcMap on your personal computer from home, you must first download and install the VPN Client and then map a network drive.

Step 1: Download and Install the **Tufts VPN AnyConnect Application**.

1. Open a **web browser** and go to [**https://vpn.tufts.edu**](https://vpn.tufts.edu)
2. Log In using your **Tufts credentials**.
3. In the navigation pane on the left, click the option **Install AnyConnect**.
4. On the far right, locate the heading**Installation packages**.
5. Click the link for either the **Microsoft Windows**  installation package.
6. Save the AnyConnect Executable File to your **downloads folder**.
7. **Run** the install or open your **Downloads** folder and locate the **AnyConnect executable file**.
   1. **PC**: The file will have a long name that begins with **anyconnect-win-**.  *(Note: The file name ends with .exe and the file type is Application.)*
8. Double click the **AnyConnect executable file** to begin the Setup Wizard.
9. Follow the **Setup Wizard** to complete the installation.

Step 2: Open AnyConnect to **Connect** to Tufts VPN

1. Open the **Cisco AnyConnect Secure Mobility Client** application.
2. In the VPN field enter **vpn.tufts.edu**.  
   
3. Click **Connect**.
4. Enter your **Tufts Username**.
5. Enter your **Tufts Password**.
6. Click **OK**.

Once the connection is complete the AnyConnect icon will appear on your status bar on a PC indicating you now have a secure link to the Tufts network with full access to all Tufts network resources

Step 3: Once you are running the VPN client, then you can map the Network Drives. Depending on which version of Windows the computer is running, **Map a Network Drive** as follows:

* **Windows 7** – Go to Start –> Computer –> *Map Network Drive tab* (this includes Eaton and Mugar Labs)
* **Windows XP -** Go to My Computer. From the menu bar, select *Tools* → *Map Network Drive*.

Step 4**:** In the drop down menu labeled *Drive:* choose the drive letter that you want to map (H:\, M:\, or S:\).

Step 5: In the *Folder:* drop down menu manually enter (or copy and paste) one or all of the following pathways

**\*NOTE BOSTON/GRAFTON CAMPUS:** Users on the Boston campus LRC will be prompted to enter their username (UTLN) and password. You must include **“Tufts\”** before your username. For instance username: **Tufts\UTLN.**

* For the **H:\**drive enter:  **\\rstore2.uit.tufts.edu\gisusers$\yourUTLN**(Example: \\rstore2.uit.tufts.edu\gisusers$\asmith01)
* For the **M:\**drive enter:   **\\rstore2.uit.tufts.edu\gis$\datasets**
* For the **N:\** drive enter:    **\\rstore1.uit.tufts.edu\tts\_rsch\_gis\_dataset02$**
* For the **S:\**drive enter:   **\\rstore2.uit.tufts.edu\gisprojects$**

Step 4: Check the box *Reconnect at logon*. Click Finish.

# Mapping a Network Drive on a Mac OS

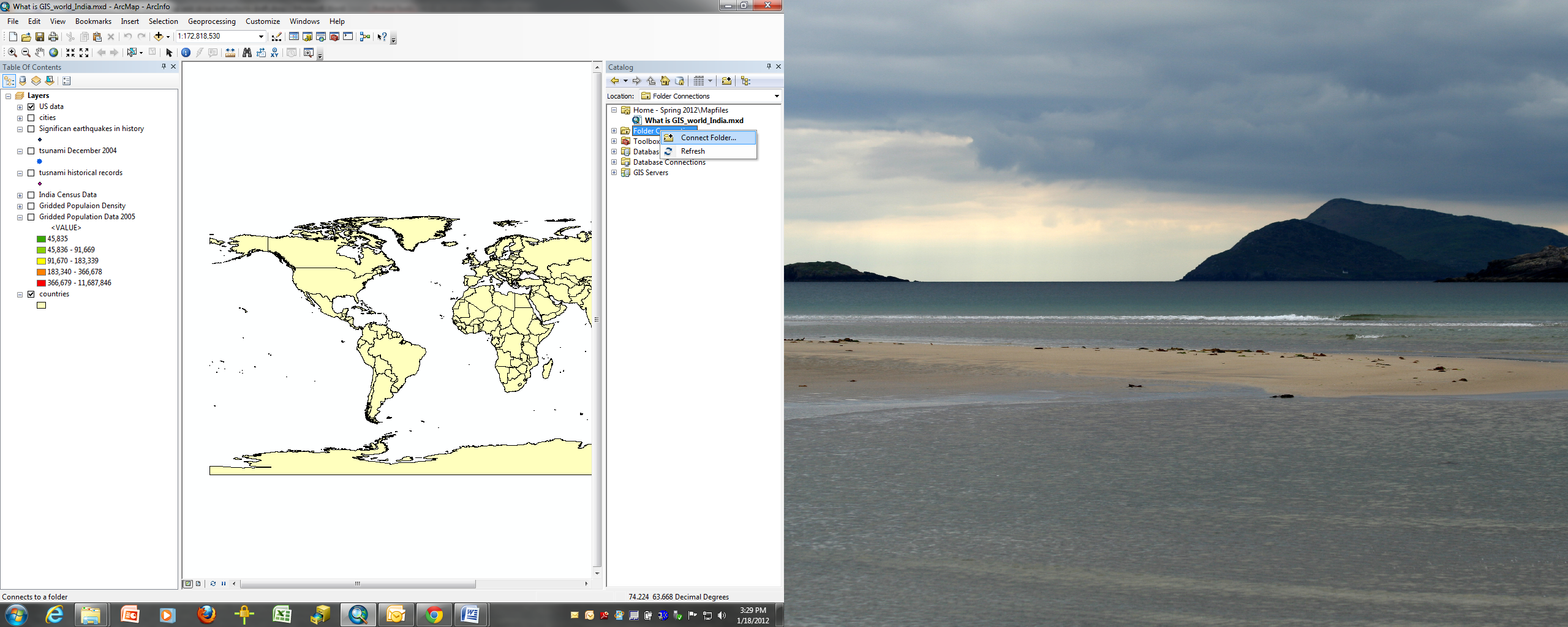
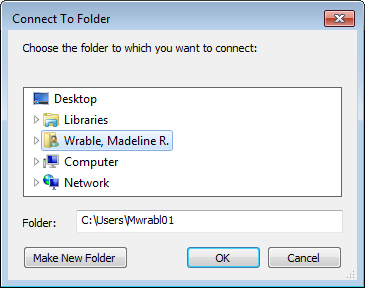
Step 1: **Map a Network Drive** as follows:

* Go to the **Finder 🡪** Under the **Go** menu, select **Connect To Server…**

Step 2: In the Server Address Box, enter one of the following pathways:

* For the **H:\**drive enter:   **smb://rstore2.uit.tufts.edu/gisusers$/<utln>**
* For the **M:\**drive enter:  **smb://rstore2.uit.tufts.edu/gis$/datasets**
* For the **N:\** drive enter:  **smb://rstore1.uit.tufts.edu/tts\_rsch\_gis\_dataset02$**
* For the **S:\**drive enter:   **smb://rstore2.uit.tufts.edu/gisprojects$**

# Creating a Folder Connection in ArcMap/ArcCatalog to the connected drive

1. Start *ArcMap*
2. Make the *Catalog* window visible (click on the **Windows** menu, then **Catalog)**
3. In the *Catalog* window, right click on **Folder Connections** and choose **Connect Folder…** as shown below. Alternatively, you can press on the **folder with the plus sign** to connect to a folder.  
   
4. Choose what you would like to connect to whether it’s an external hard drive or one of the drives mentioned.  
   
5. You will now see the desired drive contents in Catalog, and they can be used in ArcMap.

\*Note: When using ArcMap, always make sure that ArcMap data paths are set to be relative, not absolute. This will help make your ArcMap documents be more portable. To do this in ArcMap, click on *File* - *Map Properties*. At the *Untitled Properties* window, select the *Data Source Option* button and select *store relative path names*.