

How to Connect to the AguaClara Server

Using the AguaClara server you can access your research files from anywhere, provided that you are either on the campus network or signed into the VPN from your own computer. You can download the VPN tool [here](#).

To connect to the server, you need to "map" the drive, which will give you an option to show up every time you log on to your computer. Note that if you are trying to connect off campus you must be connected to the VPN on your computer. Here's what you do:

On Windows

1. Open "Windows Explorer" and right click on the "Computer" icon on the left sidebar (where USB drives, etc show up when you plug them in).
2. Select "Map Network Drive."
3. Paste this in: \\files.cornell.edu\EN\aguaclara
4. When a box pops up asking for your credentials, type in your NetID@cornell.edu (you need the @cornell.edu). It might ask you twice, just do it again.
5. After that the drive should show up in my computer and you can go in and look around

On Mac

1. From the Finder, hit Command+K
2. Enter the path to the network drive you want to map, ie: smb://files.cornell.edu/EN/aguaclara(OS10.6 and below use smb://en-aguaclara.files.cornell.edu/en-aguaclara) and click 'Connect'
3. Enter your login credentials and click "OK"
4. The drive is now mounted, but continue on to map for system reboot persistence
5. Now enter into System Preferences, from the Apple menu
6. Click on 'Accounts'
7. Click on "Login Items"
8. Click on the + button to add another login item
9. Locate the network drive you previously mounted and click "Add"
10. Exit out of System Preferences

Once you're on the server you can click on your subteam (Research/Design/PR) and then find your sub-sub-team and put all your files on there.

If you are having problems connecting to the server. Try clicking the "Exchange Email Activation" link on this [page](#) and go through the activation. If you're still having problems, email Julia (jem384@cornell.edu) and we will try to get the problem fixed.