Instructions for using group's file share

Replace "**Group**" with your group's name.

For assistance, please contact <ChemIT@cornell.edu>. Thank you!

See also

- [Chemistry file sharing instances, including SFS](#)
- [File sharing mapping](#)
- [Drive letter conventions](#) (Windows auto-mount) (ChemIT staff only)
- [ChemIT's internal file servers](#) (ChemIT staff only)

Notes

Note 1: Off-campus use requires the use of Cornell's VPN (Virtual Private Network services).

- No VPN required for on-campus use, including use via RedRover or from your personal computer.

Note 2: Windows: Domain is "Cornell". So your user name will look like:

- Cornell\NetID

n.b. The type of slash matters for all these entries!

You will need to know this when using your personal computer, for example. (A CCB computer set up by ChemIT already knows the domain name.)

Note 3: Make a shortcut of the file share folder you need. Windows: Or, Map a Network Drive (after which you can easily see the total/free/used capacities of the share).

Note 4: Windows: If using Map a Network Drive, we recommend "standardizing" the Group's drive letter to "W:\". This will facilitate talking about this share among research group members.

Please consult the 'How To…' or 'Frequently Asked Questions' on CIT's website for more information:

http://www.it.cornell.edu/services/sharedfile/

Note 5: For NMR's or X-Ray's share, you need to also add your own group's folder name to the path, which is usually the PI's last name.

- For example, in Windows it would look something like:
  - \\files.cornell.edu\AS\CHM\NMR**Group**
- More detailed information is available:
  - [Accessing file shares for NMR and X-ray facilities](#)

Note 6: If your group has varying permissions on the group's file share (arranged through Chemistry IT), file **moves** can be tricky. You must keep in mind the need for "tricks" during file moves, which is one main reason we advise most groups to avoid varying permissions if they can. And when groups have varying permissions, they usually limit it to their "archive" of prior member's files. In that case, only group file share Admins need to know any of these tricks. 🙂 To move files into areas where you'll want them to inherit the new permissions (such as into an archive folder), follow these steps:

- Copy, paste, delete. (Not simply move.)

Chemistry IT is available to help you learn these subtleties, so please let us know if we can help. And fortunately, in the case of a share's archive, normal members can't move items out of the archive. Thus, no problem in that direction since members will have to copy, or simply read-in-place, the files which interest them.

ChemIT's documentation

The **Group's** file share is accessible from personal computers.

On Windows

\\files.cornell.edu\AS\CHM**Group**

Example:

- \\files.cornell.edu\AS\CHM\Abruna

When logging into Windows using a personal computer, your username is:

Cornell\NetID

On MacOS

smb://files.cornell.edu/AS/CHM/**Group** using Mac OS 10.7 (Lion) and above.

Example:

- smb://files.cornell.edu/AS/CHM/Abruna

Via WebDAV

Note 1: This may not yet be formally supported by, at least as of 12/4/14.

Note 2: This is one way files accessible from a smart phone (iOS, Android, etc.).

http:\\m.files.cornell.edu\AS\CHM**Group**

Example:

- http:\\m.files.cornell.edu\AS\CHM\Abruna

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Fun fact 1: The above is for a CIT SFS CIFS share, which is accessible by Windows and Macs.

- With effort, perhaps also accessible from Linux, but unknown issues with permission if also interacting with Macs and Windows. Contact ChemIT for advice, please. The other share type CIT SFS offers is NFS.

Fun fact 2: The "easy" file share paths above are courtesy of the campus Distributed File System (DFS) service.

If the above file share address don't work.

Don't use the following conventions unless you must. Instead, use the conventions shown above. But for older clients which don't support DFS (such as Mac OS 10.6 and below) your CIFS share may be accessed via a DNS CNAME:

\\as-chm-**group**.files.cornell.edu\as-chm-**group** for older Windows

smb://as-chm-**group**.files.cornell.edu/as-chm-**group** for OS 10.6 and below

ChemIT staff, see also

- ChemIT's internal file servers