ITS Resource Center Home

Connecting to SSS in Windows Vista and 7

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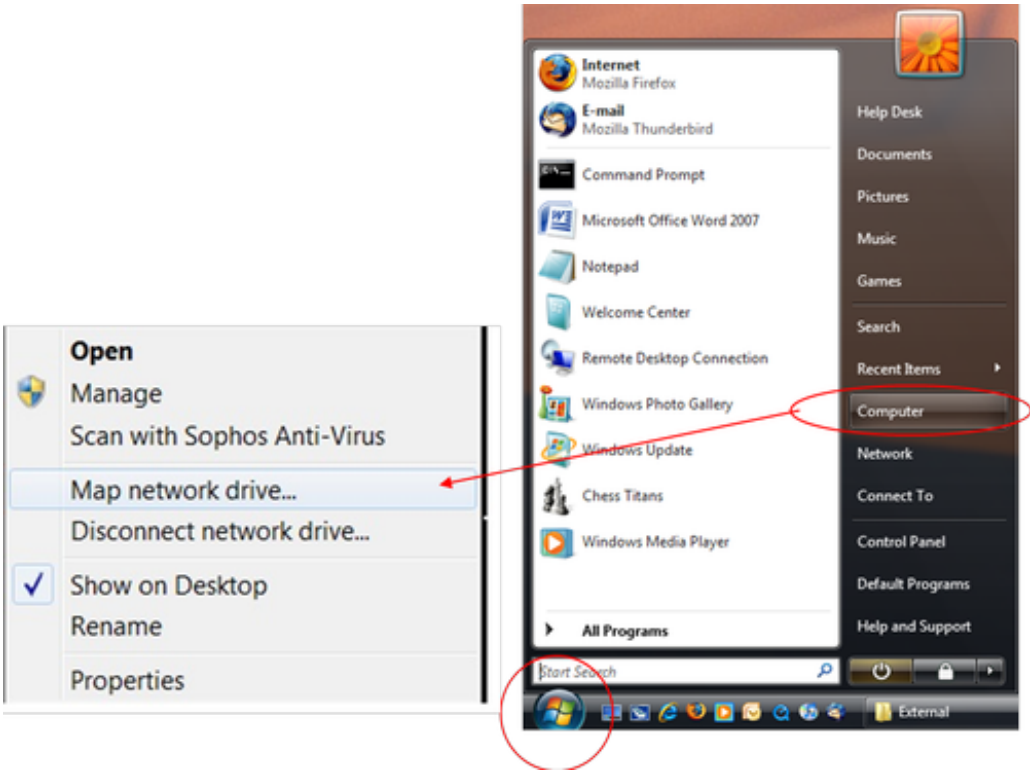
On-Campus

This document explains how to connect to the Student Storage Server (SSS) with Windows Vista or Windows 7 computers while on-campus. Please note that these instructions will not work off-campus. There are two ways to connect to your SSS folder. The first method, "Mapping a Network Drive", is appropriate for use on your own computer. The second method, "Connect to SSS Using Windows Explorer", can be used anywhere on campus.

Mapping a Network Drive

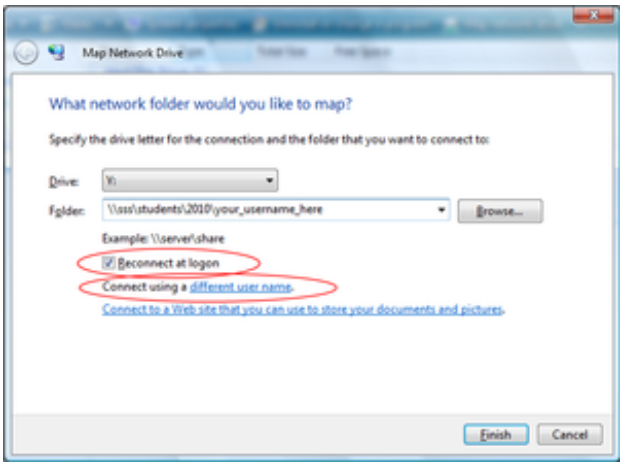
You can map a network drive in Windows Vista or Windows 7 so that you can easily access your SSS space from your own computer.

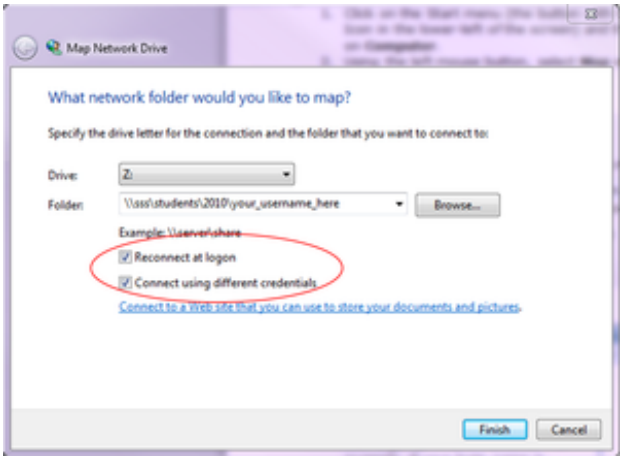
1. Click on the Start menu (the button with the Windows Icon in the lower-left of the screen) and then **right click** on **Computer**.
2. Using the left mouse button, select **Map network drive…** from the menu that appears.



3. Next to **Drive:** Choose any letter that is available.
4. Next to Folder: enter the following: **\\sss\students\classyear\username**. Substitute your real class year and user login ID where indicated. For example, if your login name is "jdoe" and you are in the class of 2020, you would enter *\\sss\students\2020\jdoe*
5. Click in the check box next to **Reconnect at logon** so that a check mark appears.
6. Next, click on the link for **Connect using a different user name** (Vista) or check **Connect using different credentials** (Windows 7). On Windows 7, click **Finish**.

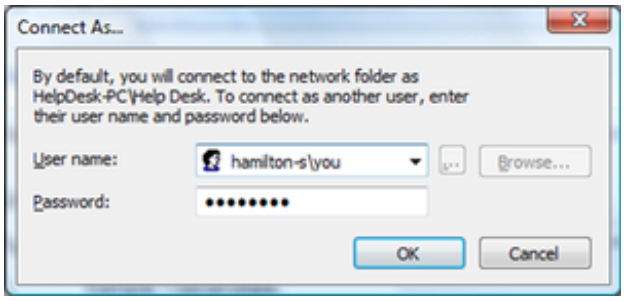
Windows Vista (left) and Windows 7 (right)

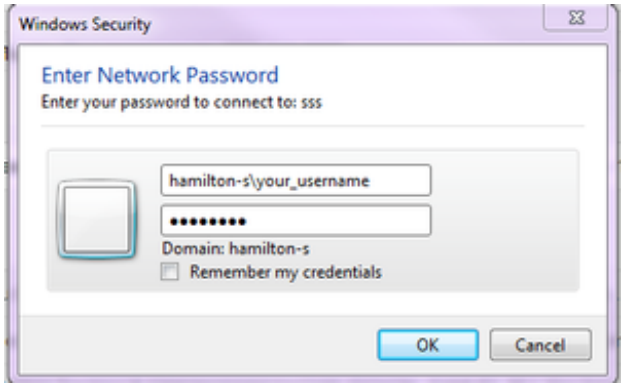




7. In the space provided to the right of **User name:**, enter *hamilton-s\userID* Substitute your real user ID where indicated. For example, if your login ID is "jdoe", you will enter *hamilton-s\jdoe*
8. In the space provided to the right of **Password:** enter your Hamilton network password. This is the password you use to log in to a Hamilton lab computer or when you log in to My Hamilton. Click **OK**.

Windows Vista (left) and Windows 7 (right)



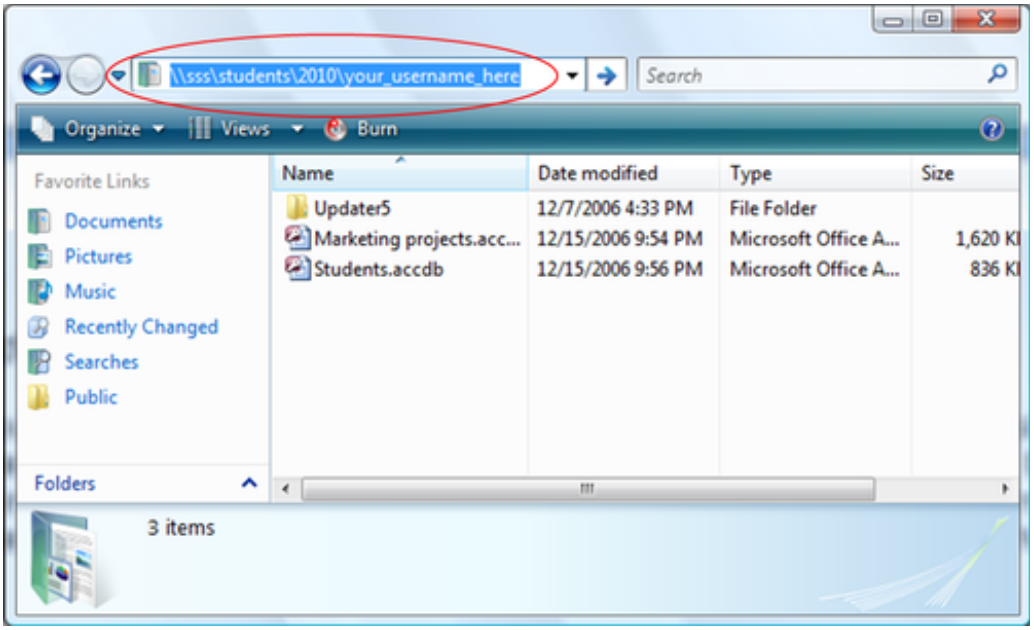


9. You will be back at the first dialog box pictured after step 6 . Click **Finish**.
10. Your SSS folder will be mapped as the drive you specified in step 3. To access it, simply open **Computer** from the Start menu and it will be listed under **Network Location(s)**.

NOTE: If you are unable to connect in the future, it might be because you have changed your network password. To change the password stored in step 8, repeat the steps above. When you choose the same drive letter you previously selected, you can re-enter the settings for logging in.

Connect to SSS Using Windows Explorer

1. You can also reach your SSS folder from a Windows Explorer window. **Note:** "Windows Explorer" is NOT the same thing as Internet Explorer.
2. To open Windows Explorer, go to your Start button (the round Windows button in the lower left corner of your screen) and click on it.
3. Next, click on **All Programs** and find the folder called **Accessories**. Click to expand that folder.
4. In the list of items in the **Accessories f**older, locate **Windows Explorer** and double click to open it.
5. At the top of the Windows Explorer screen, in the space where the location appears, enter *\\sss\students\classyear\username* (substitute your real class year and user ID where indicated). For example, if your user ID is "jdoe" and you are in the Class of 2020, you would enter *\\sss\students\2020\jdoe*.



6. Next, press **Enter** on your keyboard.
7. A login screen will be presented, similar to the one at the top of this page (step 8). Follow the same procedure outlined there. After doing so, your SSS folder should open.

Last Updated: April 4, 2012