

Connecting to SSS in Windows Vista

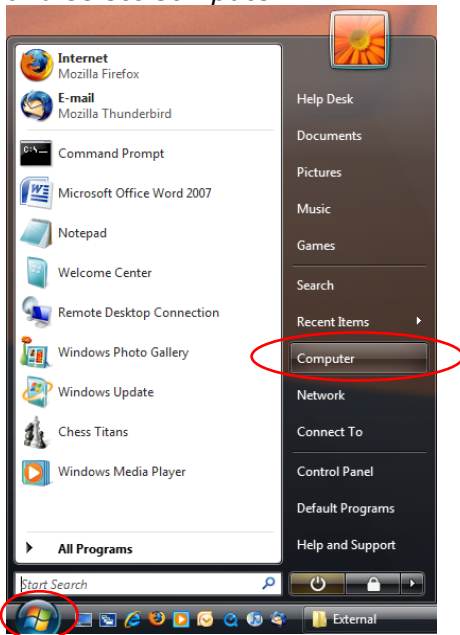
Purpose:

This document explains how to connect to the Student Storage Server (SSS) with Windows Vista while **on-campus**. Please note that these instructions will not work off-campus.

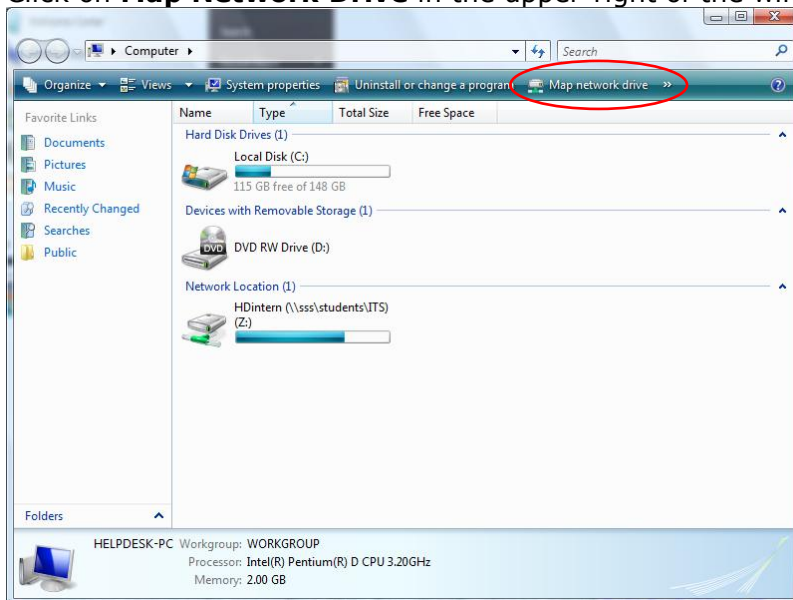
Mapping a Network Drive

You can map a network drive in Windows Vista so that you can easily access your SSS space.

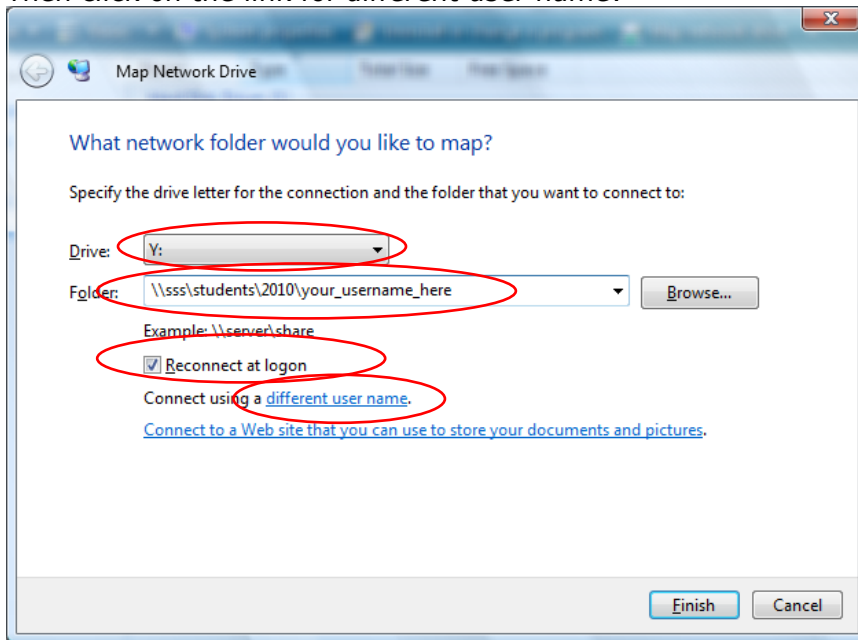
1. Click on the Start menu (the button with the Windows Icon in the lower-left of the screen) and select *Computer*.



2. Click on **Map Network Drive** in the upper-right of the window.

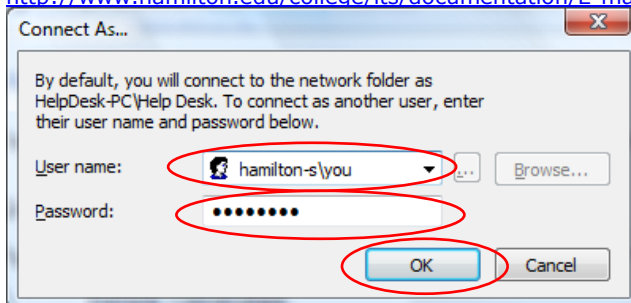


3. Next to **Drive:** set the letter to any available drive letter.
4. Next to **Folder:** using your username and class year, enter \\sss\students\classyear\username. For example, if your name was Genghis Khan with the username gkhan and you were in the Class of 2010, you would enter \\sss\students\2010\gkhan in this space. Make sure the box next to *Reconnect at logon*. Then click on the link for *different user name*.



5. Using your username, enter *hamilton-s\username* next to **User Name**. For example, if your name was Genghis Khan with the username gkhan, you would enter *hamilton-s\gkhan*. Enter your network password next to **Password**. This password is likely to be the same as your e-mail password. If it is not, you can synchronize them following the directions outlined in this document:

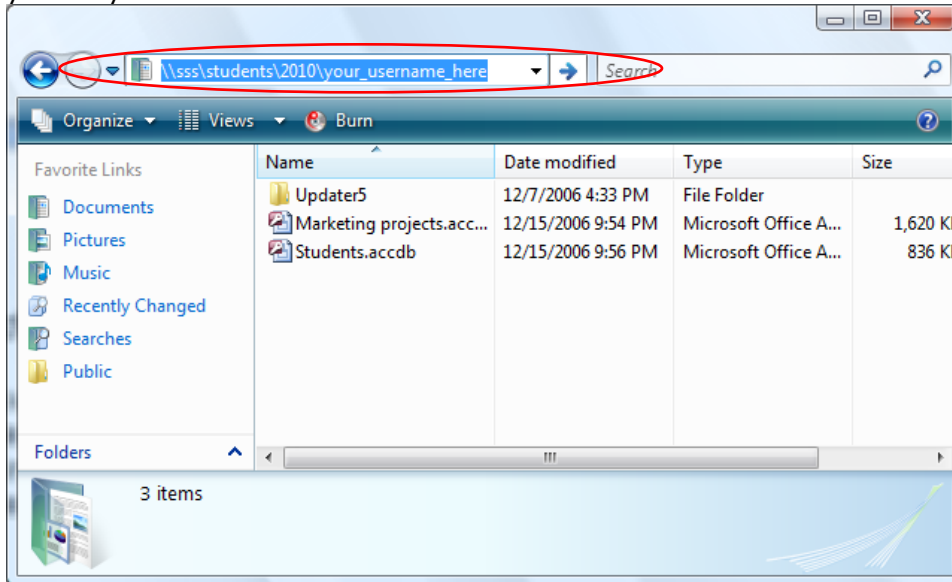
<http://www.hamilton.edu/college/its/documentation/E-mail/General/External/HTO-SynchronizePasswords-ALL.pdf>



6. After entering the information as outlined above, click **OK**. You will be back at the first dialog box pictured in step 4. Click **Finish**. Your SSS folder will be mapped as the drive you specified in step 4. Simply open **Computer** from the Start menu and it will be listed under **Network Location(s)**.

Connecting In a Windows Explorer Window

1. You can get to your SSS folder from a windows explorer window. Using your username and class year, enter `\\sss\students\classyear\username` in the address bar at the top of the window. For example, if your name was Genghis Khan with the username gkhan and you were in the Class of 2010, you would enter `\\sss\students\2010\gkhan` here. Hit *Enter* on your keyboard.



2. You'll be asked to authenticate, much like in the figure for step 5 on the previous page. Follow the same procedure outlined in step 5 to authenticate. After doing so, your SSS folder should open.

For questions or comments regarding this document, please email helpdesk@hamilton.edu.