**File Storage for Units (IFS)**

**Institutional File Storage (IFS)** is a digital file storage option for units at the University of Georgia that want an affordable storage option to access on a mounted drive on a desktop.

EITS offers three options for IFS:

- Standard IFS
- Secure IFS
- Research IFS

All of these options are available on a cost recovery basis to UGA units and/or researchers. Current rates, specifications and service details are available on the cost recovery pages of the EITS website.

Below are instructions for how to mount your Research IFS drive on your local computer, enabling you to work with the files and folders as if it was physically connected to your computer.

**How to Access Research IFS**

**Mapping Your Drive in Windows 7**

You must be on the UGA campus or using the Virtual Private Network (VPN) in order to access the drive.

- Hit the **Start** button on your keyboard
- Find and click on **Computer**
- In the Computer window, click on **Map Network Drive** found in the top menu bar
- In the **Map Network Drive** window:
  - Select a desired drive letter for your Research IFS share to use on your computer
  - In the **Folder box**, type in the path to your share. The server path is below, where “share_name” is the name of your actual share
    - \wp-rifs01.msmyd.uga.edu\share_name
  - If desired, you can check the box for “Reconnect at logon”
  - **NOTE:** Do NOT check this box if you are on a shared or public computer
  - If you are not logged into a computer with your UGA MyID (domain-bound computer), you will need to check the box for “Connect using different credentials”
- Click on the **Finish** button
- On the Windows Security window:
  - In the **User box**, type in “MYID” followed by your UGA MyID username
  - In the **Password box**, type in your UGA MyID password
  - Click the “OK” button
- You should now see your newly mapped drive with the contents of your share

**Mapping Your Drive in Windows 8/10**

You must be on campus or using the VPN in order to access the drive

- Hit the **Start/Windows** button on your keyboard
- Type in “**Computer**” and click on “**This PC**”
- In the Computer window, click on **Computer** menu item near the top of the window.
- Now click on the **Map Network Drive** found within this menu
- In the **Map Network Drive** window:
  - Select a desired drive letter for your Research IFS share to use on your computer
  - In the **Folder box**, type in the path to your share. The server path is below, where “share_name” is the name of your actual share
    - \wp-rifs01.msmyd.uga.edu\share_name
  - If desired, you can check the box for “Reconnect at logon”
  - **NOTE:** Do NOT check this box if you are on a shared or public computer
  - If you are not logged into a computer with your UGA MyID (domain-bound computer), you will need to check the box for “Connect using different credentials”
- Click on the **Finish** button
- On the Windows Security window:
  - In the **User box**, type in “MYID” followed by your UGA MyID username
  - In the **Password box**, type in your UGA MyID password
  - Click the “OK” button
- You should now see your newly mapped drive with the contents of your share

**Mounting Your Drive in Mac OS X**

Below are instructions for how to mount your Research IFS drive on your local computer, enabling you to work with the files and folders as if it was physically connected to your computer.

- Your Mac must be on the UGA campus or using the Virtual Private Network (VPN) in order to access the drive.
- Open the **Finder** application
- In the **Finder** window, click on **Go** menu item near the top of the window.
- Now click on **Connect to Server** found within this menu
- In the **Connect to Server** window:
  - In the **Server Address** box, type in the path to your share. The server path is below, where “share_name” is the name of your actual share
    - \wp-rifs01.msmyd.uga.edu\share_name
  - If desired, you can check the box for “Reconnect at logon”
  - **NOTE:** Do NOT check this box if you are on a shared or public computer
  - If you are not logged into a computer with your UGA MyID (domain-bound computer), you will need to check the box for “Connect using different credentials”
  - Click on the **Connect** button
- You should now see your newly mapped drive with the contents of your share
You must be on the UGA campus or using the VPN in order to access the drive.

- In the Finder menu, click on the **Go** menu
- In the Go menu, click on **Connect to Server…**
- In the Connect to Server window, type in the path to the server and share. The server path is below, where "share_name" is the name of your actual share
  - `smb://wp-rifs01.msmyid.uga.edu/share_name`
- If you wish to add this shared drive to your Favorite Servers list, be certain to click on the "+" sign next to the box.
- Click on your server in the list and click the **Connect** button
- In the authentication window:
  - In the Name box, type in "MYID:" followed by your UGA MyID username
  - In the Password box, type in your UGA MyID password
  - Click the "OK" button
- You should now see your newly mounted drive with the contents of your share

**Mounting Your Drive in Linux RHEL 5/6/7**

You must be on campus or using the VPN in order to access the drive

- From command line, type in the following command. Where "share_name" is the name of your actual share
  - `mount -t cifs -o username=UGA_MyID,password=MyID_Password //wp-rifs01.msmyid.uga.edu/share_name /mnt`
- You should now see your newly mounted drive with the contents of your share