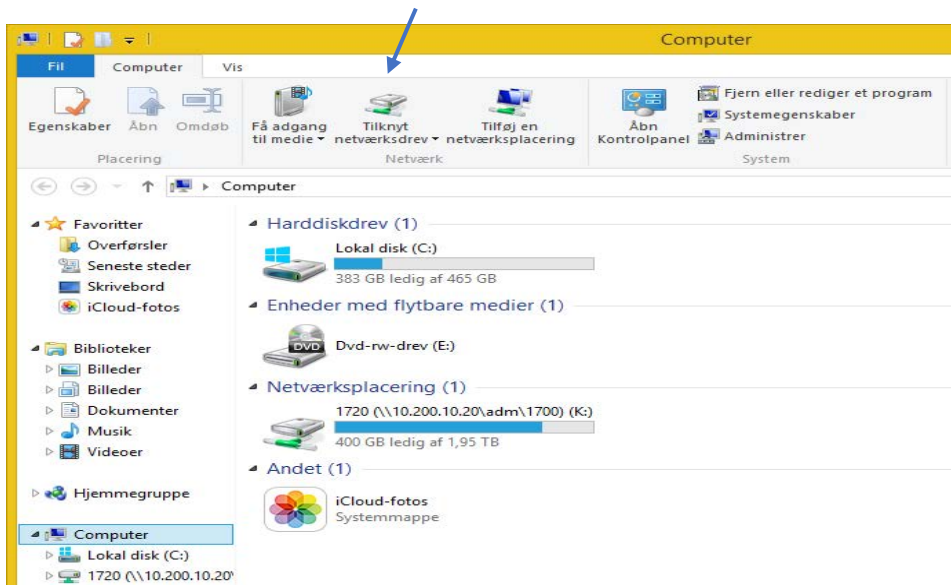


Fileserver: <\\10.120.0.66\Data>

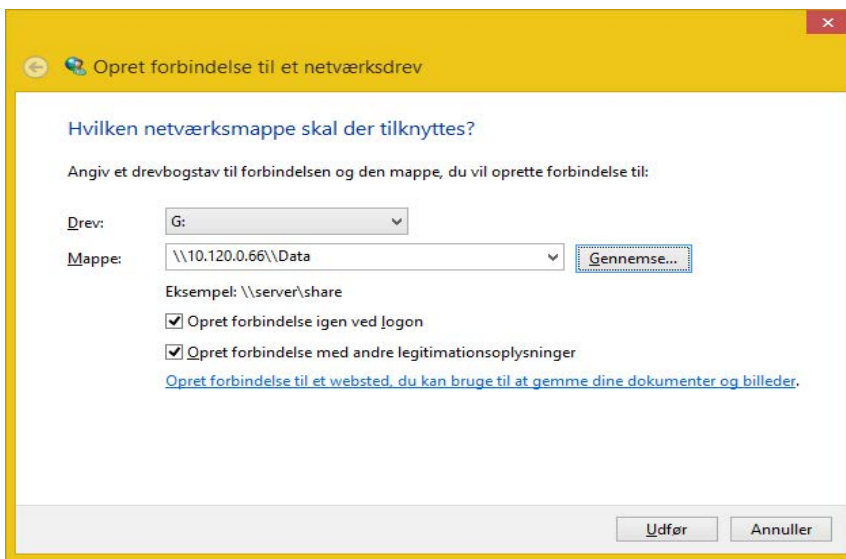
If you on your desktop already have the icon for "Computer" or have Windows 7 then you can ignore this step 1- 4

1. From your Windows 8 Start Screen (the one with all the tiles) click on the tile: Desktop.
2. Right click the desktop and click personalize.
3. Click change desktop icons.
4. Check "Computer" and click "apply". The "Computer" icon should now be present on the Desktop.
5. Double click computer on the desktop.
6. Click the "map network drive" or "Tilknyt netværksdrev" icon.



7. Select a drive letter. Use the same for the whole group (G:)
8. Enter the folder path in this format \\computername\shared-folder.

Server information: <\\10.120.0.66\Data>



9. Check "Reconnect at sign-in" or "Opret forbindelse igen ved logon"

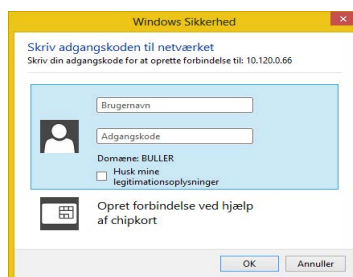
10. Check "Connect using different credentials" or "Opret forbindelse med andre legitimationsoplysninger"

10. Click Finish.

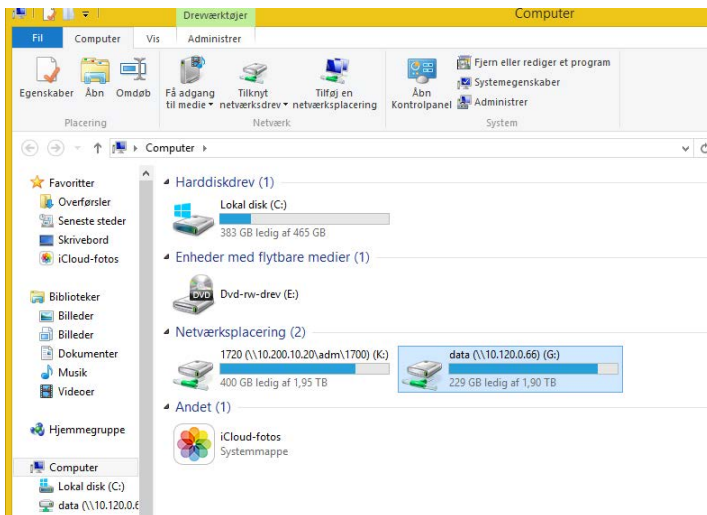
11. At the login prompt – Remember to use your KEA Login

Username for Students: xxxxyyyy@stud.kea.dk and the password you normally use for your KEA Mail.

Username for Teachers and Staff: [xxx@kea.dk](mailto:xxx@kea.dk) and the password you normally use for your KEA Mail.



11. You now have a mapped the new network drive.

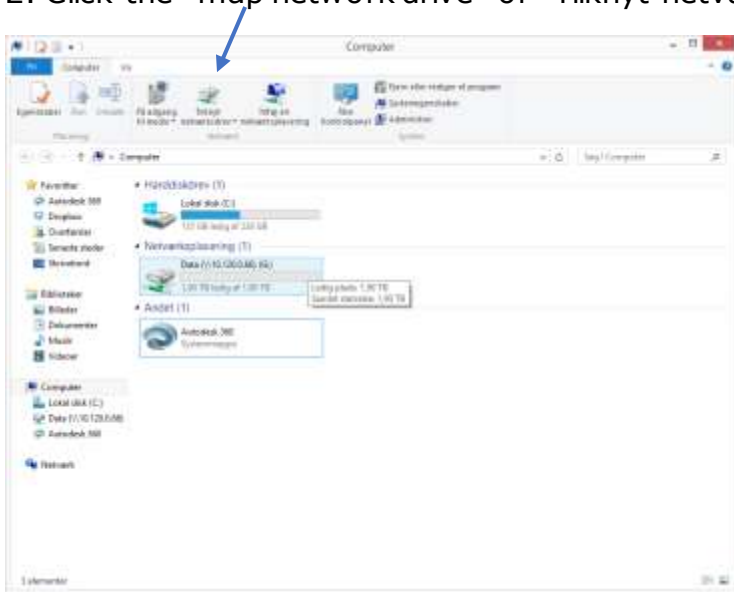


The shared folders are accessible for all Teachers and Staff!

Students only have access to their own semester folder!

Getting the files from the "Old fileserver": [\\10.120.0.14](http://10.120.0.14)

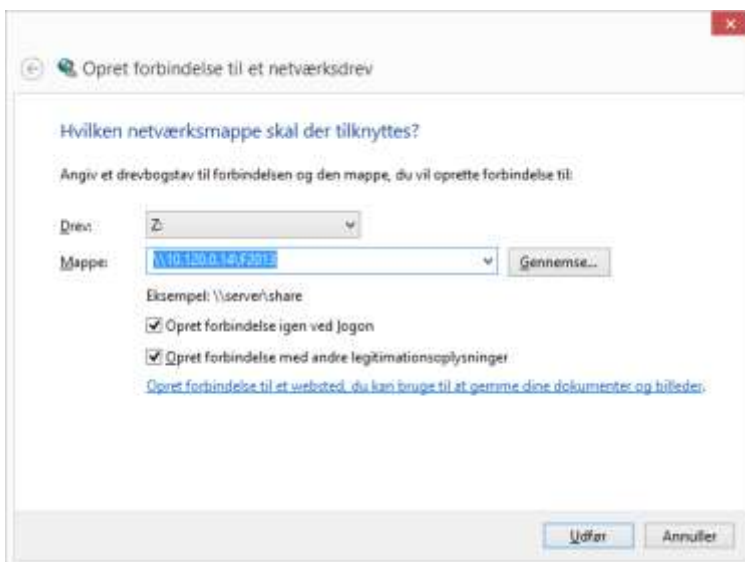
1. Double click computer on the desktop.
2. Click the "map network drive" or "Tilknyt netværksdrev" icon.



3. Select a drive letter. REMEMBER NOT TO USE G:\ for the old server!!

4. Enter the folder path in this format \\computername\shared-folder.

Server information: [\\10.120.0.14](http://10.120.0.14)



5. Check "ReConnect at Sign-in" or "Opret forbindelse igen ved logon"

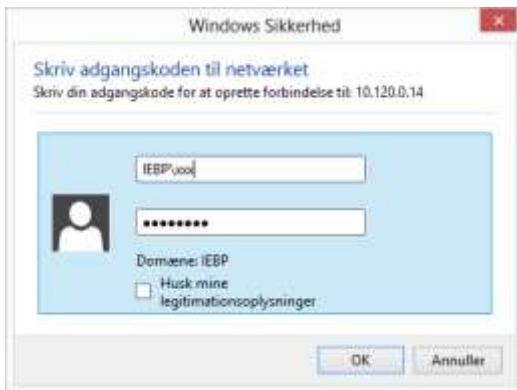
6. Check "Connect using different credentials" or "Opret forbindelse med andre legitimationsoplysninger"

7. Click Finish.

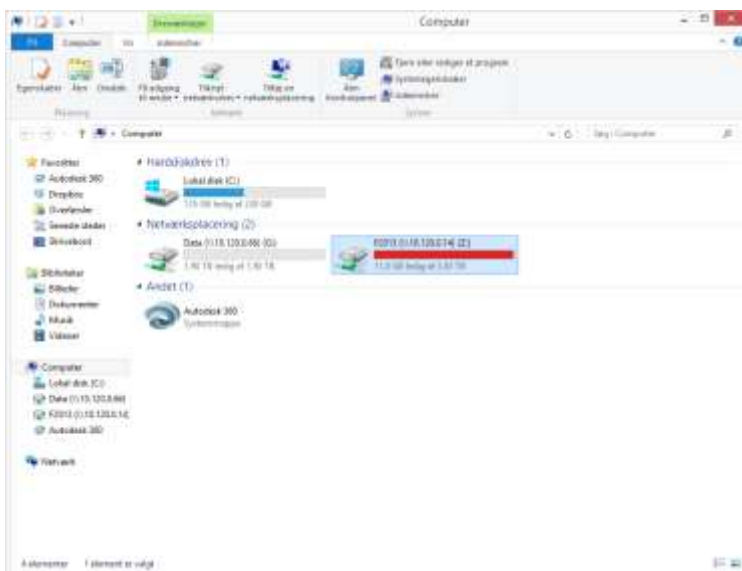
8. At the login prompt – Remember to use the old “IEBP login”

Username for Students: IEBP\xxx and the password you have for the old system.

Username for Teachers and Staff: IEBP\xxx and the password you have for the old system.



You now have a mapped the old network drive.



Remember that you need to get your data from the old fileserver – since it is going to be closed down in the near future!!!