

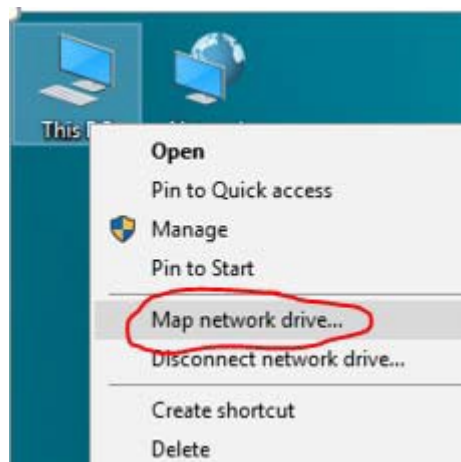
How Do I Map a Haas Drive?

If you are a student, faculty, or staff member at Haas you have shares on the network that you can access both here and at home. Usually these shares are mapped automatically for you when you log in to one of our computers. However there may be times when you need to map the drives manually. In this document we will provide instructions for mapping the general drives that you have access to at Haas. If you need to map drives at home, please see the document [How Do I Install and Use the Cisco VPN for the Berkeley Campus?](#)

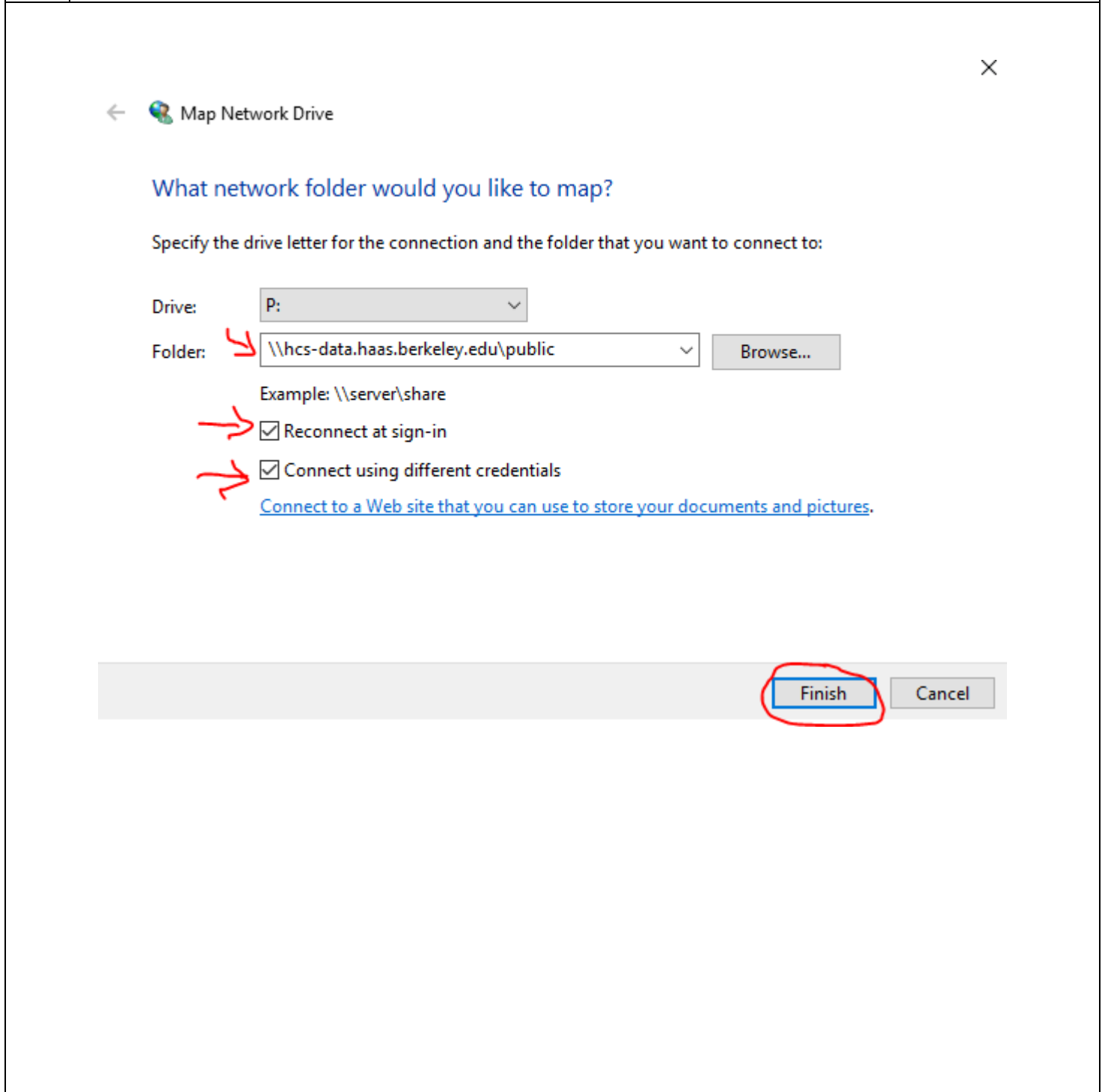
Students, Faculty and Staff have access to different network shares, we call them the **P**, **H**, and **R** drives.

- Faculty and staff have an **H drive**. This is your **Home** drive, a personal and private share where you can save all your important documents. You can store up to **10GB**. The H drive is backed up every day so that your data is safe. This data can be restored if necessary – but only for the first three months after it was lost. These restore time restrictions apply to all of the drives.
- Faculty and PhD students may also have an **R drive** for research.
- The **P drive** is a **Public** share. This drive can be used to store data temporarily- one week. This is a shared drive meant to be used for project collaboration and data sharing. Everyone has access to this drive. It is cleaned weekly on Sundays.

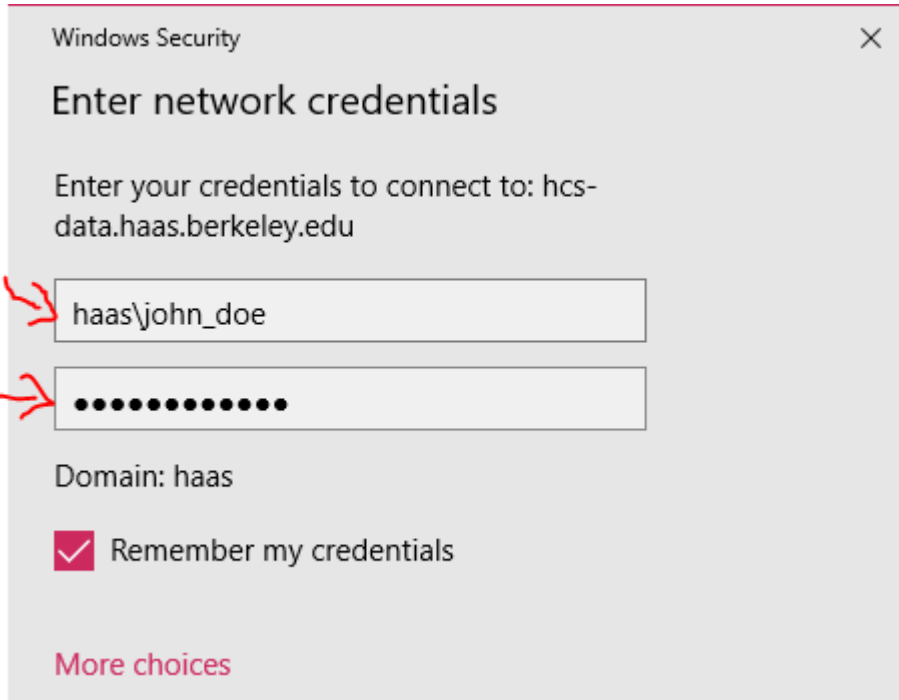
Step	Procedure
1	<p><i>Mapping a Drive at Haas</i></p> <p><i>All Haas Users</i></p> <p>In order to map a drive you need to know the name of the server, and the share that you are mapping. The following paths should be used to map the P drive:</p> <p>P - \\hcs-data.haas.berkeley.edu\public , then open the Podium PC folder and save your data there.</p> <p>We will go through the steps in mapping the P drive as an example.</p> <ol style="list-style-type: none"> First right click on My Computer (This can be done from the Desktop or from the Start Menu) Select Map Network Drive



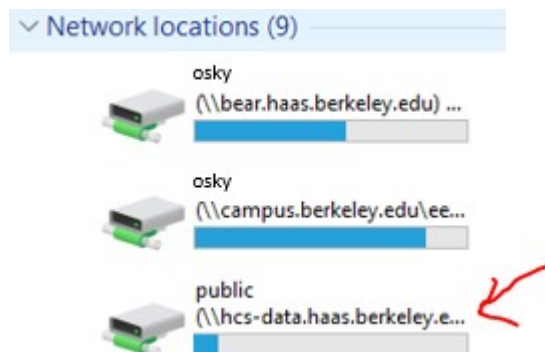
Step	Procedure
2	<p>a. Next, choose the P letter from the Drive drop down menu.</p> <p>b. Under the Folder field, enter \\hcs-data.haas.berkeley.edu\public</p> <p>c. You have the option of leaving the box “Reconnect at logon” checked, however, your computer will try to connect to the drive(s) you mapped every time you log on, and you will see the message “Could not reconnect all network drives” in the system tray—until you enter your Haas credentials. On the other hand, if you leave this box checked you will not need to go through any of the steps above again, to connect to your drive(s). All you will need to do to do is double click on the drive to open it, and then enter your Haas credentials when prompted. Click on the box “Connect using different credentials” and then on “Finish”.</p>



Step	Procedure
3	<p>a. In the Connect As window, enter your Haas username in the following manner:</p> <p>User name: haas\username Password: Your Haas password</p> <p>b. Click the box “Remember my credentials” and then click OK, and Finish.</p>



Step	Procedure
4	<p>The drive that you mapped should open after a few seconds. If not, open My Computer, and the drive should have appeared under Network Drives. You can open the drive from there and start using it as you normally would.</p> <p>That is it! You can now use the paths on Step 1 to map your other drives! Please check below for a list of paths that you can use to map other shares.</p>



Step	Procedure
5	<p data-bbox="180 170 542 201"><i>List of Paths to Other Drives</i></p> <p data-bbox="180 233 305 264"><i>Everyone</i></p> <p data-bbox="180 296 1386 327">P - \\hcs-data.haas.berkeley.edu\public , then open the Podium PC folder and save your data there.</p> <p data-bbox="180 359 375 390"><i>Faculty & Staff</i></p> <p data-bbox="180 422 737 453">H - \\hcs-data.haas.berkeley.edu\username\$</p> <p data-bbox="180 453 683 485">R- \\bear.haas.berkeley.edu\username</p>