
SAVING YOUR DATA ON THE PUGET SOUND NETWORK

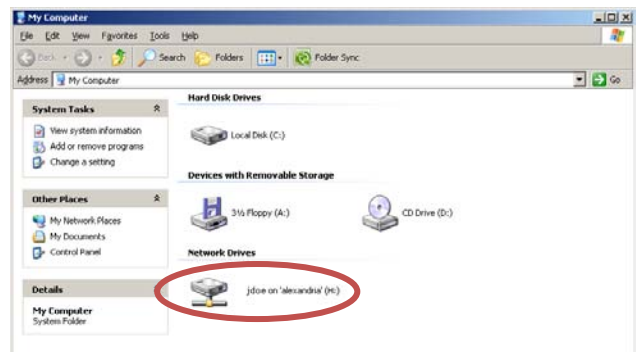
The most secure way to save your data is directly to your network share on the university servers, Alexandria and Merlin2.

- Alexandria and Merlin2 are always available and backed up regularly.
- Saving often to your share ensures your data is not lost due to errors on logout or unexpected hardware failure.
- Your network share is available from any computer on campus, including your personal computer.
- You can also access your network share from off campus using the Virtual Private Network (VPN). See instructions for downloading and installing the [VPN client](#).

ACCESSING YOUR SHARE ON A LAB COMPUTER

On a lab computer running Microsoft Windows:

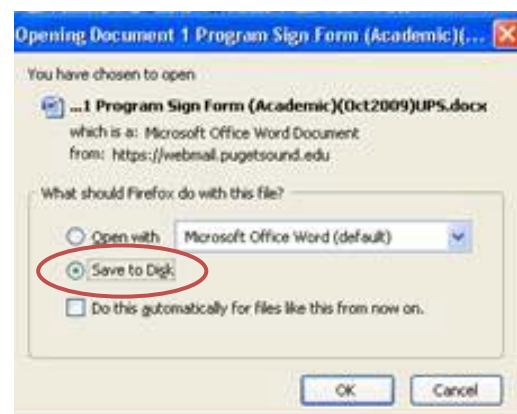
1. Select "My Computer" from the desktop or when you begin to save a file.
2. Your network drive should be automatically mapped.
3. Double click on the drive and save your data there or in a subfolder you've created.
Students: Do not save in your Profile folder.



SAVING E-MAIL ATTACHMENTS TO YOUR SHARE

Select "Save" and save to your share.

DO NOT select "Open with" as this only saves your data to the computer's temporary files which cannot be recovered.



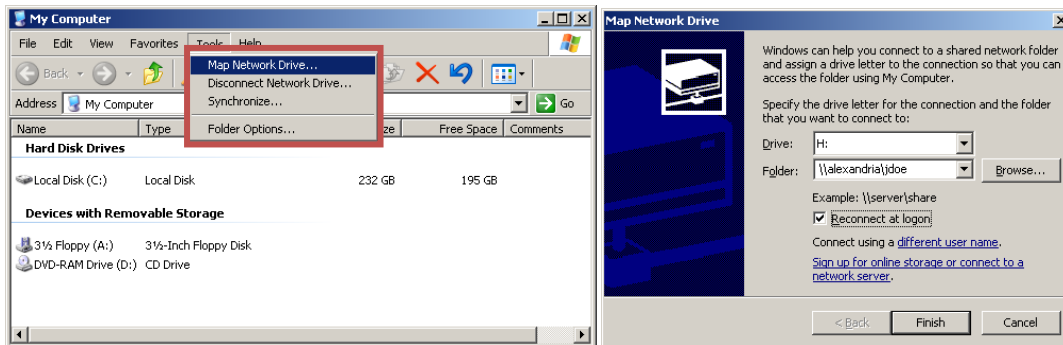
See next page for:

- MAPPING YOUR NETWORK SHARE
- GETTING HELP

MAPPING YOUR NETWORK SHARE ON A PERSONAL COMPUTER

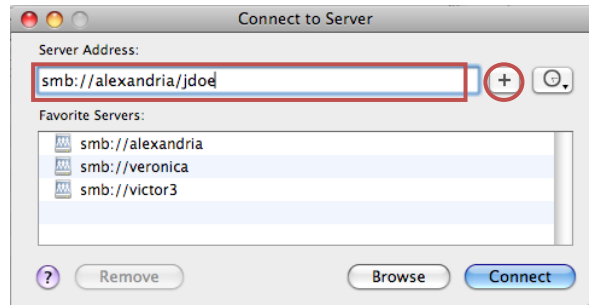
For Microsoft Windows:

1. Double click on “My Computer” and select “Tools” in the top navigation bar.
2. Select “Map Network Drive...”
3. In the dialog box that appears, type “\\alexandria” or “\\merlin2” followed by your username as the folder name.
4. Click the “Reconnect at logon” button to always have your Alexandria or Merlin2 share mapped.



For Mac OS X:

1. Open a finder window by opening any folder and pressing “Command + K”.
2. Type “smb://alexandria/” or “smb://merlin2/” followed by your user name as the server address.
3. Press the “+” button to add the server connection to your list of favorites.
4. To connect to your share anytime in the future, just press “Command + K” from any finder window and select your share from the list.



GETTING HELP

Contact the Technology Service Desk at 253.879.8585 or servicedesk@pugetsound.edu.

See previous page for:

- SAVING DATA ON YOUR SHARE
- ACCESSING YOUR SHARE
- SAVING E-MAIL ATTACHMENTS