

## CoAD File Server Access

### Windows

**Step 1:** If you do not already have a shortcut to the server on your desktop, you'll need to create one as follows. Please note that you **MUST** be on the UT campus network in order to initially create the desktop shortcut. (Proceed to **Step 2** below if you already have a desktop shortcut):

**Right-click** on the desktop and select **New . . . / Shortcut**.

In the **Create Shortcut** dialogue, enter **\\utk-cadfiler.cap.utk.edu** as the item that the shortcut refers to, and click **Next**. (DO NOT copy/paste server address. Type it in manually.)

In the resulting dialogue, click **Next** to accept the shortcut name.

The new shortcut will appear on your desktop.

**Step 2:** Once you have a desktop shortcut, just login as follows each time you want to access the server:

**Double-click** the server desktop shortcut created in **Step 1** above.

In the resulting dialogue, login with your **netID username and password**. Remember to place a "utk\" before your username, i.e. **utk\your netID** and **your netID password**.

You are now logged into to the college file server. See the directory structure map below as a guide to resources located on the server.

### Mac OS

**Step 1:** If you do not already have a shortcut to the server in your dock, you'll need to create one as follows. Please note that you **MUST** be on the UT campus network in order to initially create the shortcut in the dock. (Proceed to the login portion of **Step 2** below if you already have a shortcut):

From the **Finder** menu, select **Preferences . . .** and verify that the option to **Show Connected Servers** is selected.

From the **Go** menu, select **Connect to Server . . .**, and enter **utk-cadfiler.cap.utk.edu** in the **Server Address:** field, then click the **Connect** button. (DO NOT copy/paste server address. Type it in manually.)

In the resulting dialogue, login with your **netID username and password**. Remember to place a "utk\" before your username, i.e. **utk\your netID** and **your netID password**.

In the resulting dialogue, select the volume to which you want to connect and click the **OK** button.

**Step 2:** You are now logged into the college file server. In order to simplify future logins, drag the server volume icon from the desktop to the dock to create a shortcut. Just login as follows each time you want to access the server:

**Click** the server shortcut in the dock created above.

In the resulting dialogue, login with your **netID username and password**. Remember to place a "utk\" before your username, i.e. **utk\your netID** and **your netID password**.

Repeat the above procedure for access to other server volumes. See the directory structure map below as a guide to resources located on the server.

**Off Campus Server Access:** If you are not on the UT campus network, you must connect through the UTK VPN as follows BEFORE connecting to the college file server via the shortcuts created above:

The Pulse Secure VPN Client is available for download from the VPN section of the [OIT Software Download Site](#) and configuration instructions are available in the OIT Knowledge Base at <https://help.utk.edu/kb/entry/2544>.

Once connected via the UTK VPN, simply login to the college file server using the shortcuts created above.

## CoAD File Server Directory Overview

### Academics Share

The Academics share contains directories related to current courses, student portfolios, and student organizations, as well as other miscellaneous directories primarily intended for student use. Faculty, staff, and students are granted full access to various directories in the Academics share as necessary.

### Academics Archive Share

The Academics Archive share contains archived directories from past semesters related to courses, student portfolios, and student organizations, as well as other miscellaneous directories primarily intended for student use. These archive directories are retained for six years before being permanently deleted. Faculty, staff, and students are granted read-only access to various directories in the Academics Archive share as necessary.

### Student File Exchange Share

The Student File Exchange share contains a single directory where all CoAD students have full access to exchange files with one another. Be aware that unlike the individual user directories in the Students Share, the Student File Exchange directory is fully accessible to ALL CoAD students, so that any student can modify or delete any other student's files in this directory. The Student File Exchange directory is intended as a transient place where students can exchange files, **NOT as a place to store your work**. The Student File Exchange share is tiny with a 10 GB limit. Once full, it is up to the students to delete older files to free up space. The Student File Exchange share is NOT BACKED UP. Faculty / staff are not granted access to the Student File Exchange share.

### DPC Prints Share

The sole purpose of the DPC Prints share is to provide a directory where users submit print jobs to the Digital Print center. All CoAD faculty, staff, and students have full access to the Digital Print Center directory. Be aware that the DPC Prints directory is fully accessible to ALL CoAD users, so that any user can modify or delete any other user's files in this directory. The DPC Prints directory is intended as a transient place where users submit print jobs for printing in the DPC, not as a place to store your work. The DPC Prints share is NOT BACKED UP.

### Faculty-Staff Share

The Faculty-Staff share contains directories related to current course administration, college activities, accreditation, development, and recruiting, as well as other miscellaneous directories primarily intended for faculty / staff use. The **Home** directory contains secure individual directories for all faculty / staff, as well as the **Drag and Drop** directory where all faculty / staff can share files. Faculty and staff are granted full access to various directories in the Faculty-Staff share as necessary. Students are not granted access to the Faculty-Staff share.

### Faculty-Staff Archive Share

The Faculty-Staff Archive share contains archived directories from past semesters related to course administration, college activities, accreditation, development, recruiting, individual user directories, and Drag and Drops. These archive directories are retained for varying periods before being permanently deleted. Faculty and staff are granted read-only access to various directories in the Faculty-Staff Archive share as necessary. Students are not granted access to the Faculty-Staff Archive share.