The University of Vermont
LARNER COLLEGE OF MEDICINE

Connect to the Department Shared (L:) Drive

Use these instructions to connect to the network file share location used by your department or lab. To continue, connection is required to the on-campus network via Ethernet cable, HSID Wi-Fi, or VPN.

Windows

1. Open the **File Explorer** (manila envelope logo).
2. Right-click **This PC**.
3. Select **Map network drive…**.
4. Select the Drive letter **L:** from the drop-down menu.
5. Enter **\\files.med.uvm.edu\shared** as the **Folder** path.
6. Make sure both check boxes are checked: **Reconnect at sign-in** *and* **Connect using different credentials**.
7. Click **Finish**.
8. Enter **MED\<your comid>** as the username (You may have to click **More Choices** and then **Sign in to a different account** so it allows you to change the username), and your LCOM password.
9. If you are presented with the option, check the box to **Remember my credentials**.
10. Hit **Enter** or **Ok**.

Mac

1. Select the **Finder** or click your Desktop background.
2. Open the **Go** menu from the top of the screen.
3. Select **Connect to Server…**.
4. Under **Server Address** type **smb://files.med.uvm.edu/shared**
5. Click the plus symbol (**+**) to add this address to your **Favorite Servers** list.
6. Click **Connect**.
7. When the Password box appears, make sure **Registered User** is selected and your own comid appears next to **Name:**
8. Enter your LCOM password, check the box to **Remember this password in my keychain**, and hit **Return** or **Connect**.

NOTE: *Your **comid** is typically the same as your **NetID** but likely has a different associated password.*

For additional assistance, please contact the COMTS Service Center by submitting a Footprints request at: https://comis.med.uvm.edu/footprints, or by calling us at: (802)488-5553.