Instructions for Connecting to the NMR Archive Server

Note: In most circumstances, you will need to establish a VPN connection before proceeding. Instructions to do that are found here: ([link to VPN instructions](#))

On a Mac (MacOS Sequoia)

1. **Open Finder**
   - Activate the Finder application.
2. **Access the 'Connect to Server' Window**
   - From the **Go** menu, select **Connect to Server** or press **Command (⌘) + K**.
3. **Enter the Server Address**
   - In the **Server Address** dialog box, type:
     `smb://nova.chem.utah.edu/archive/Your-NMR-User-Name`
   - Click the + button to the right of the Server Address input box to add this link to your list of favorite servers.
4. **Connect to the Server**
   - Select the link you just added and click **Connect**.
   - A dialog box will appear, prompting you to log in with your username and password.
5. **Access Your Files**
   - After logging in, a new window will open, providing direct access to your archive files.

On a PC (Windows 10/11)

1. **Open File Explorer**
   - Press **Windows Key + E** to open File Explorer.
2. **Map a Network Drive**
   - Right-click on **This PC** in the left-hand navigation pane and select **Map Network Drive** from the menu.
3. **Enter the Folder Address**
   - In the **Drive** drop-down menu, choose a drive letter (e.g., Z:).
   - In the **Folder** field, type:
     `\\nova.chem.utah.edu\archive\Your-NMR-User-Name`
4. **Connect to the Server**
   - Make sure you have a VPN connection if necessary.
   - Check the box for **Reconnect at sign-in** if you want the drive to be automatically reconnected each time you log in.
   - Click **Finish**.
5. **Log In with Your NMR Account Credentials**

- When prompted, enter your **NMR account credentials** (username and password). **Note:**
    - The default login credentials are often your PC's local account credentials.
    - To use your NMR account, you will need to manually enter your NMR account username
- Check the box to remember your credentials if desired.

6. **Access Your Files**
- After logging in, the network drive will appear under **This PC** in File Explorer, providing direct access to your archive files.