

How to setup a shared group folder in Windows

ITU User Documentation

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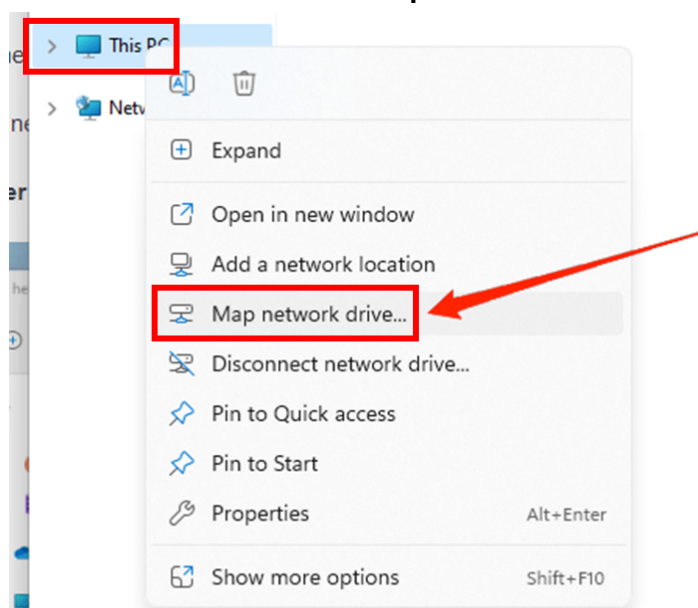
1. How to map a group folder on a Windows computer

Important Notes:

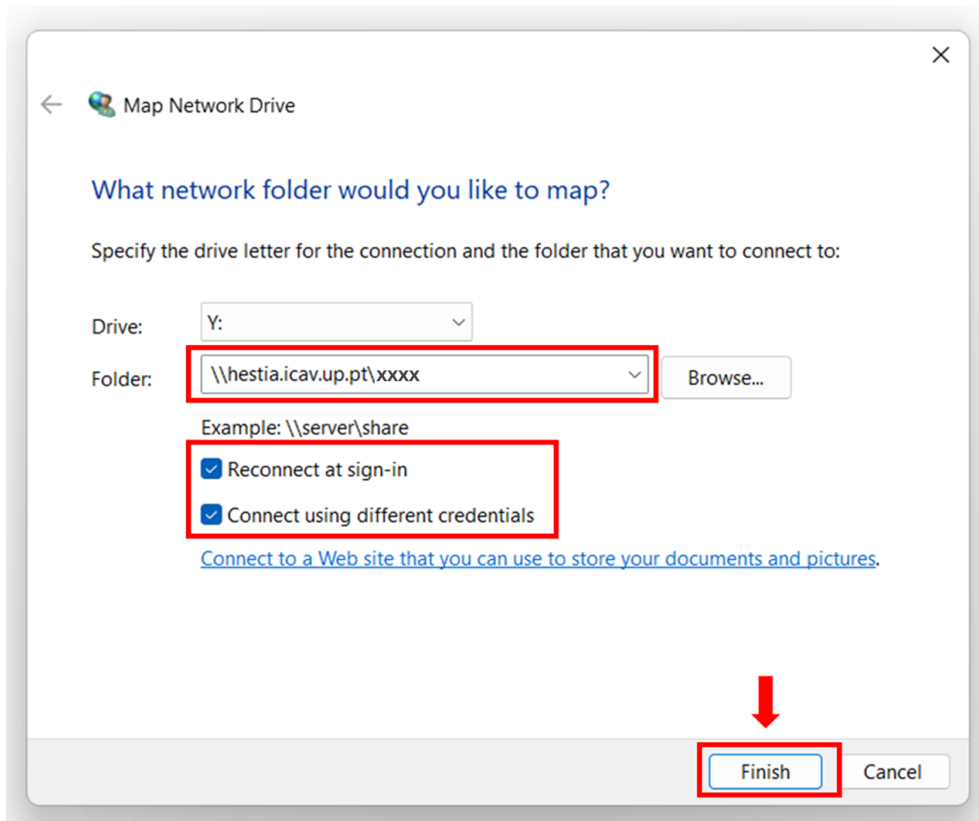
- Your device must be connected to the Campus Network (via Wi-Fi, Ethernet cable, or VPN).
- Ensure that you have been added to your group/unit. You can check your status [here](#).

Follow the steps to mount/map your Group Folder:

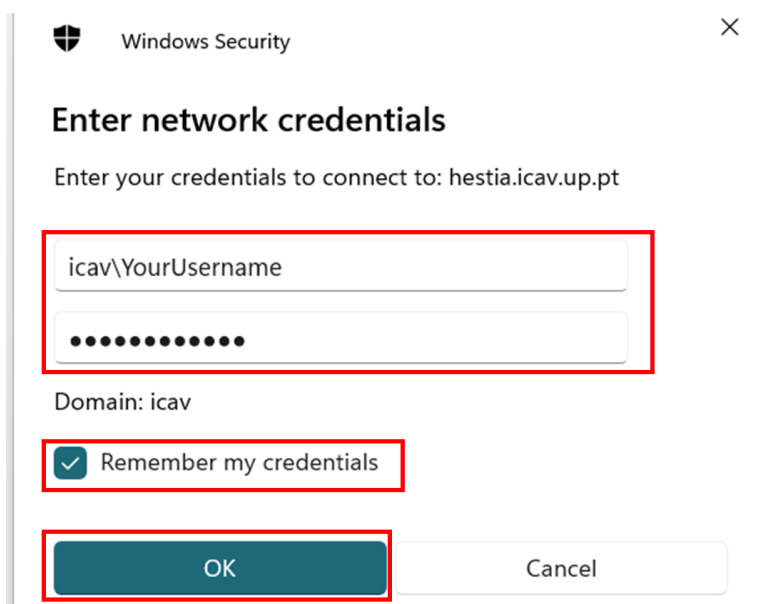
- 1.1. **Open File Explorer:** Press **Win + E** to open File Explorer
- 1.2. Right click on **"This PC"** or **"Computer"** in the left pane.
- 1.3. Click on the **"Map network drive"** button in the top toolbar.



- 1.4. Enter your Group Folder address: `\\hestia.icav.up.pt\xxxx` in the **"Folder"** field, where **"xxxx"** is the name of the group.
- 1.5. Check the **Reconnect at Sign-in** and **Connect Using Different Credentials** boxes
- 1.6. Click **"Finish."**

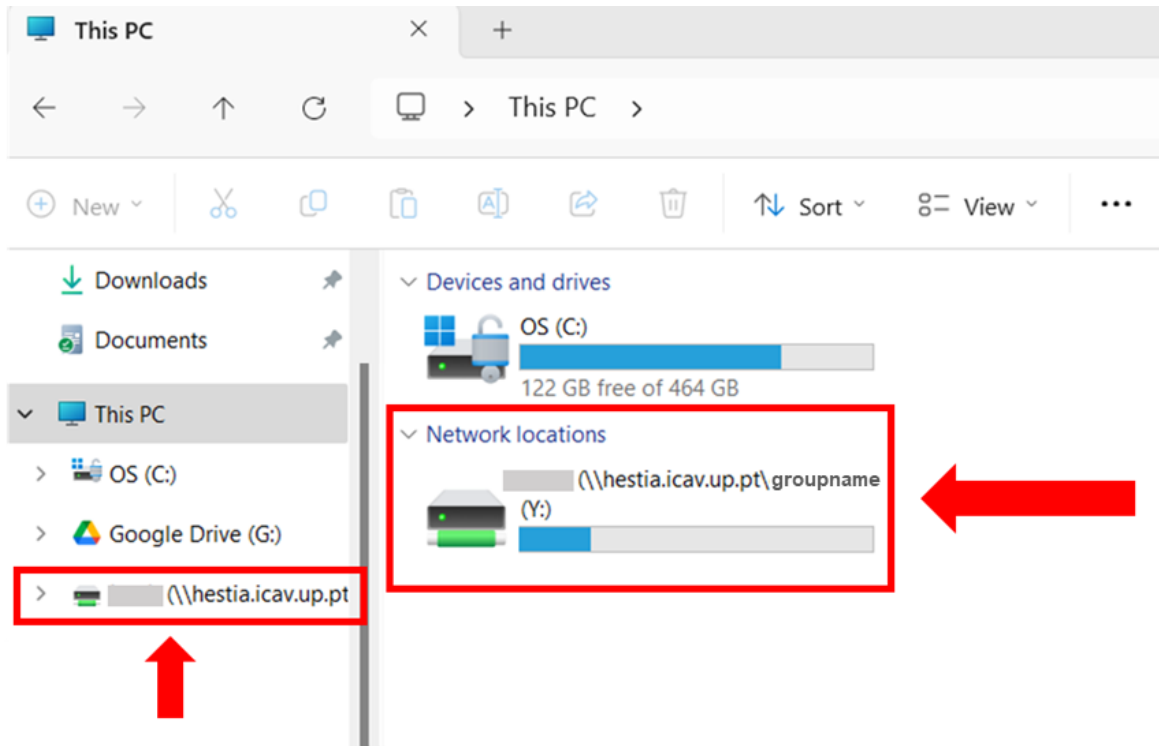


- 1.7. Enter your Domain/VPN **username** (icav\username) and **password**.
- 1.8. Check the **Remember my password** box
- 1.9. Click **OK**



2. How to access your Group Folder

- 2.1. The Group folder should now be accessible from "This PC" or "Computer" in File Explorer under the selected drive letter.



Important Note: Visitor accounts are able to write in folders they have been granted access to, including their own folder under Visitors. However, they do not have permission to create new folders within the main Shared directory.