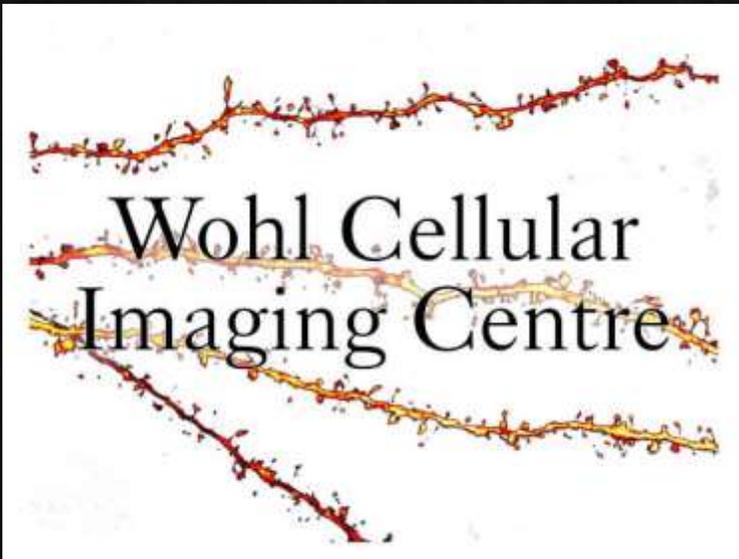




# Shared Network Drive



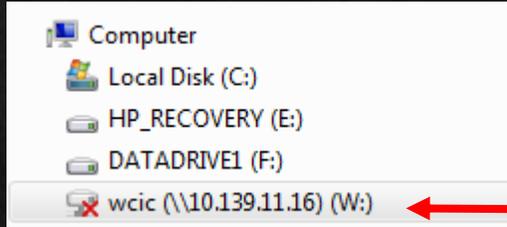
Slide 1 – Normal login

Slide 2 – When you can't see the WCIC shared drive icon

Slide 3 – WCIC connected but you can't access your folder

Normally to connect to shared drive, just follow Step 1 and 2.

Step 1 – In File Explorer  click on wcic



Step 2 – login to shared drive



Do NOT select this unless it's your own computer

When the username and password prompt appears (sometimes you might need to press on “use other credentials”)

Please enter kclad\ BEFORE your kings ID.  
It should look like this: **kclad\k1234567**

You then need to enter your kings id password which is the same one you use to go to your KCL email.

If you cannot see ‘WCIC’ the last user may have disconnected it.

Follow the instructions on the **next slide** to map the shared network drive.

If you cannot see the WCIC network drive or you need to connect to the drive for the first time...

You will need to **map the network drive** using any of the following ip addresses:

\\10.139.11.16

\\10.109.11.16

\\137.73.130.75

## In Windows

Open file explorer  (not a web browser)

Enter one of the three ip addresses shown

Enter your username and password as described on pervious slide

Right click on wcic drive

Select map network drive

Choose a drive letter

Select connect upon login

DO NOT select remember my details - if you are remapping on a WCIC machine

## On a mac

Open finder

Press command+k

Enter any of the following

smb://10.139.11.16/wcic

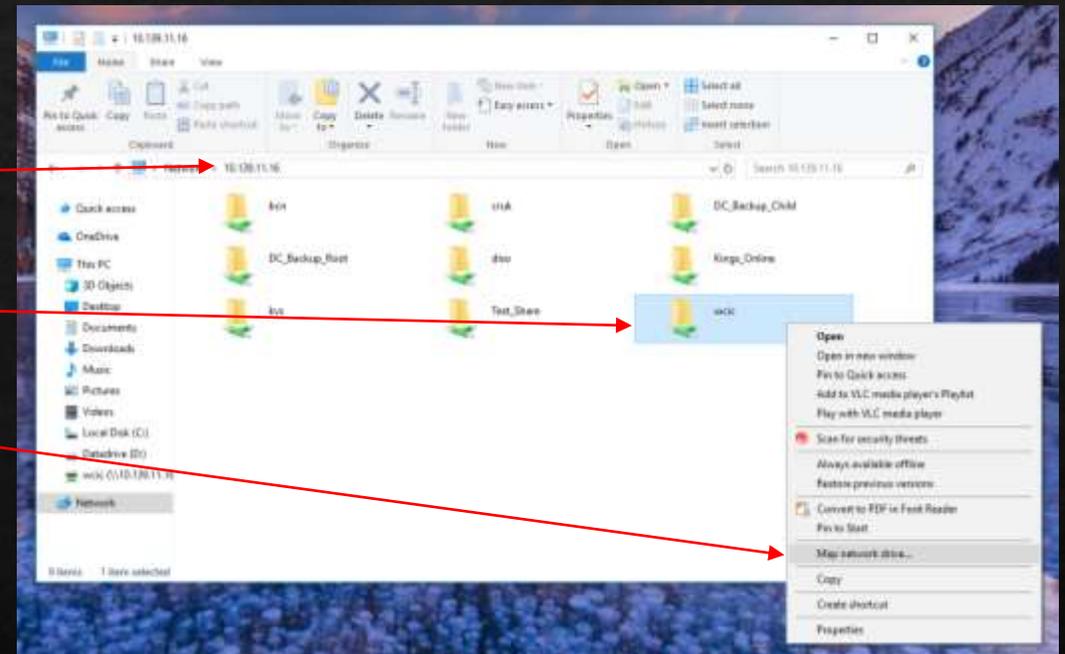
smb://10.109.11.16/wcic

smb://137.73.130.75/wcic

use the same details about the username and password as described above i.e.

kclad\k1##### and your kings password.

Remember to add to your keychain

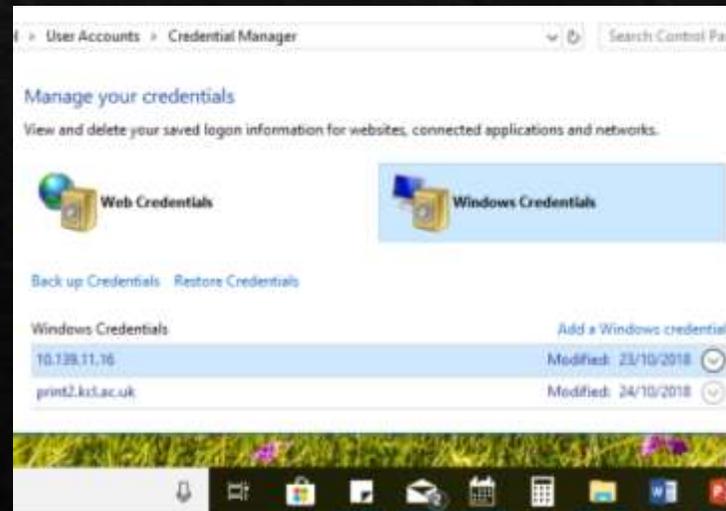
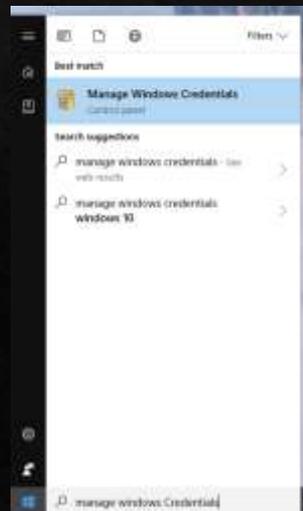


If the shared drive is already connected but you can't access a folder. See next slide.

- Network drive is connected but you can't access a particular folder.
- Cause: The last user didn't log off windows and the network drive login is in their name and they do not have access to your folder.
- Solution: Sign off windows and log back in again, this should reset the network drive and you can login using your credentials.



- After logging into **windows** the Network drive is **still** connected and you **still cannot** access a folder.
- Cause: The last user clicked on “Remember my credentials”.
- Solution: In **START**, type in “Manage windows credentials”. Open credential manager and find the network drive and expand, remove this credential. Log out of windows and log back in again, login shared drive using your credentials.



Email us for any other issues