

Remote access to shared staff drives on Windows

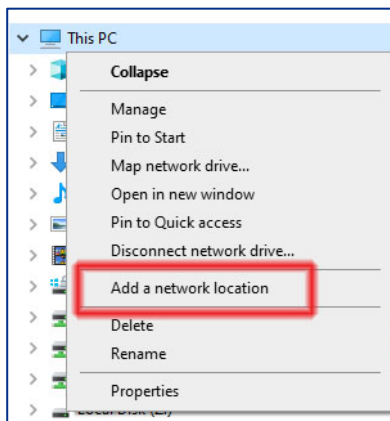
This guide will step you through the process required to access shared drives from a personal device or when using a UWA-managed device remotely, and assumes you have already set up multi-factor authentication (MFA) and the UniConnect VPN. Guides for both of these prerequisites are available on the Uni IT website:

- [Set up multi-factor authentication](#)
- [Set up the UniConnect VPN](#)

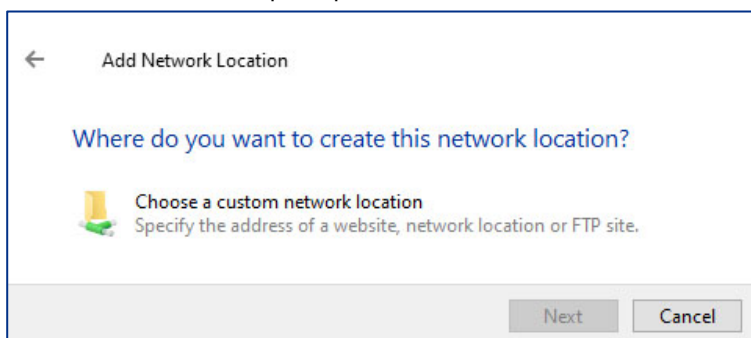
Once you're connected to the VPN with MFA enabled, you can proceed with **either** method below. If you don't have a preference, use Method 1 (both methods provide the same level of access).

Method 1 – Adding a network location

1. Open **Windows Explorer**
2. Right-click on **This PC** and select **Add a network location**

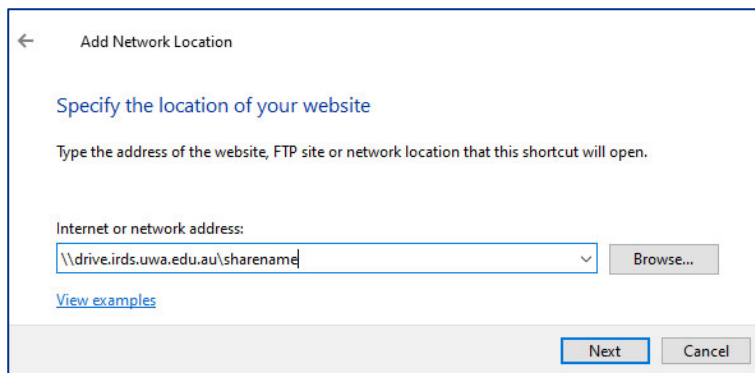


3. Click **Next** on the first prompt, select **Choose a custom network location**, and then click **Next**:

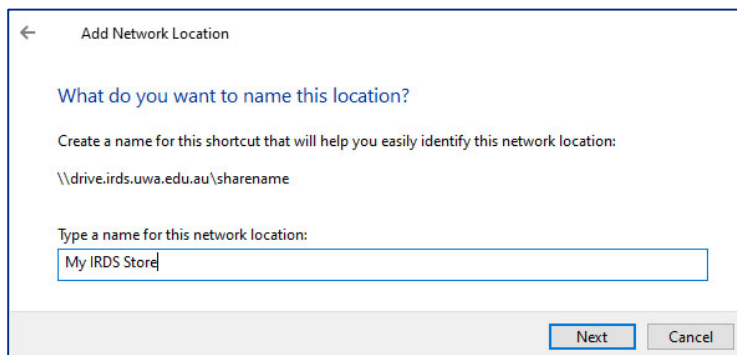


4. Type in the server address depending on the drive you wish to connect to, and then click **Next**:

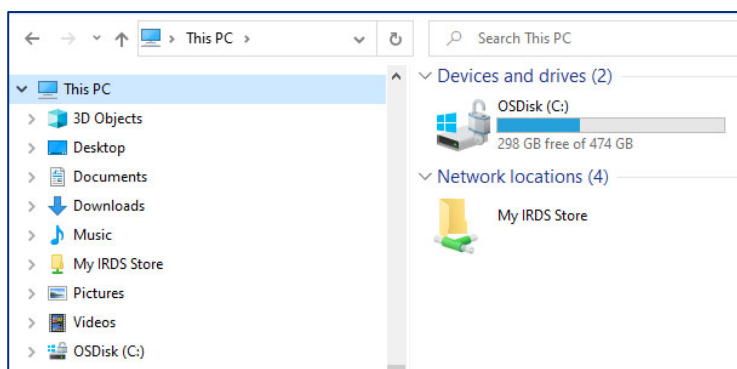
- **For IRDS**, enter `\\drive.irds.uwa.edu.au\sharename`
Replace **sharename** with the name of your IRDS share
- **For H-drive**, enter `\\uniwa.uwa.edu.au\userhome\staffx\staffnumber`
Replace **x** with the **last digit** of your staff number, and replace **staffnumber** with your **full staff number**. E.g., if your staff number was 00012345, then the full address would be:
`\\uniwa.uwa.edu.au\userhome\staff5\00012345`
- **For S-drive**, enter `\\uniwa.uwa.edu.au\data\staffdata`



5. Give the drive a simple name, then click **Next** and **Finish**:

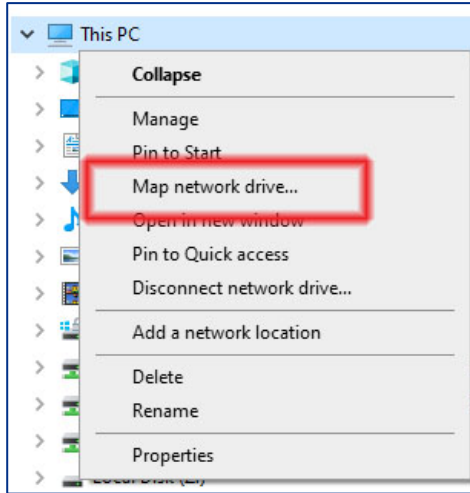


6. Your drive will be listed under **Network Locations** on **This PC**:

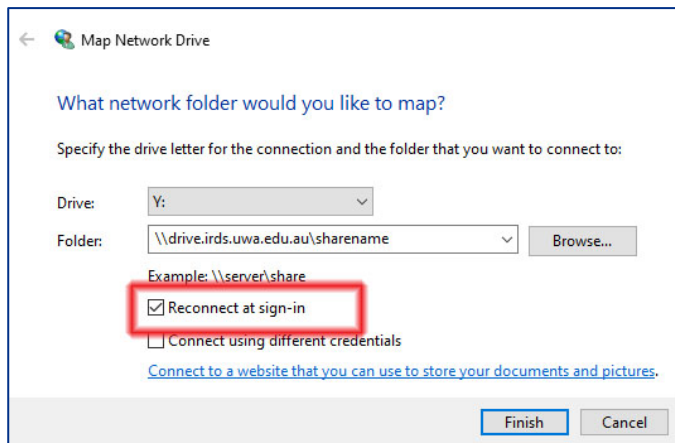


Method 2 – Map a network drive

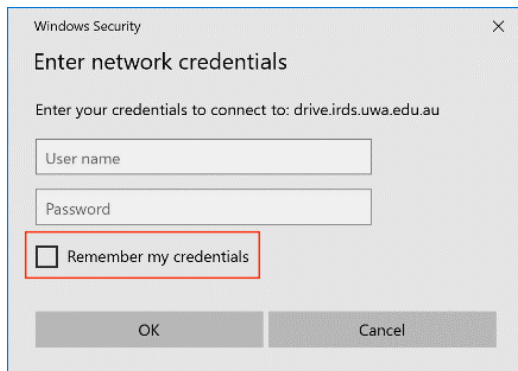
1. Open **Windows Explorer**
2. Right-click on **This PC** and select **Map network drive**:



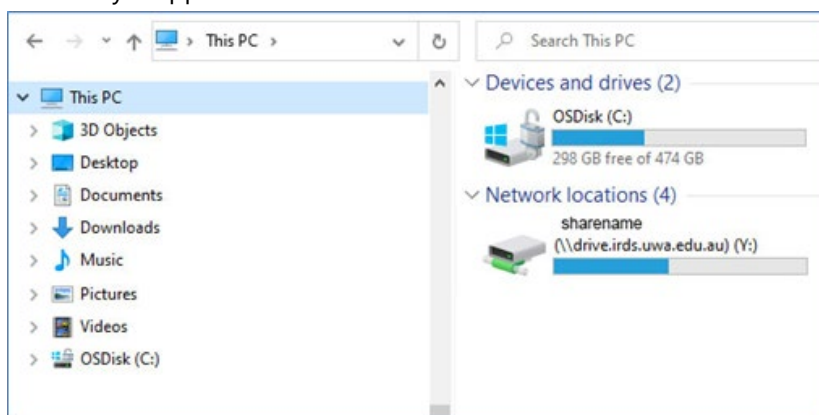
3. Select a **Drive letter** (any is fine), enable **Reconnect at sign-in**, and type in the server address depending on the drive you wish to connect to:
 - **For IRDS**, enter `\\drive.irds.uwa.edu.au\sharename`
Replace **sharename** with the name of your IRDS share
 - **For H-drive**, enter `\\uniwa.uwa.edu.au\userhome\staffx\staffnumber`
Replace **x** with the **last digit** of your staff number, and replace **staffnumber** with your **full staff number**. E.g., if your staff number was 00012345, then the full address would be:
[\\uniwa.uwa.edu.au\userhome\staff5\00012345](https://uniwa.uwa.edu.au/userhome/staff5/00012345)
 - **For S-drive**, enter [\\uniwa.uwa.edu.au\data\staffdata](https://uniwa.uwa.edu.au/data/staffdata)



4. Click **Finish**, enter your UWA credentials if prompted, select **Remember my credentials** and click **OK**:



5. The newly mapped drive will be listed under **Network Locations** on **This PC**:



Troubleshooting and support

Please contact the IT Service Desk for further assistance:

- **Web:** [Service Portal](#)
- **Email:** IT-servicedesk@uwa.edu.au
- **Phone:** +61 8 6488 1234