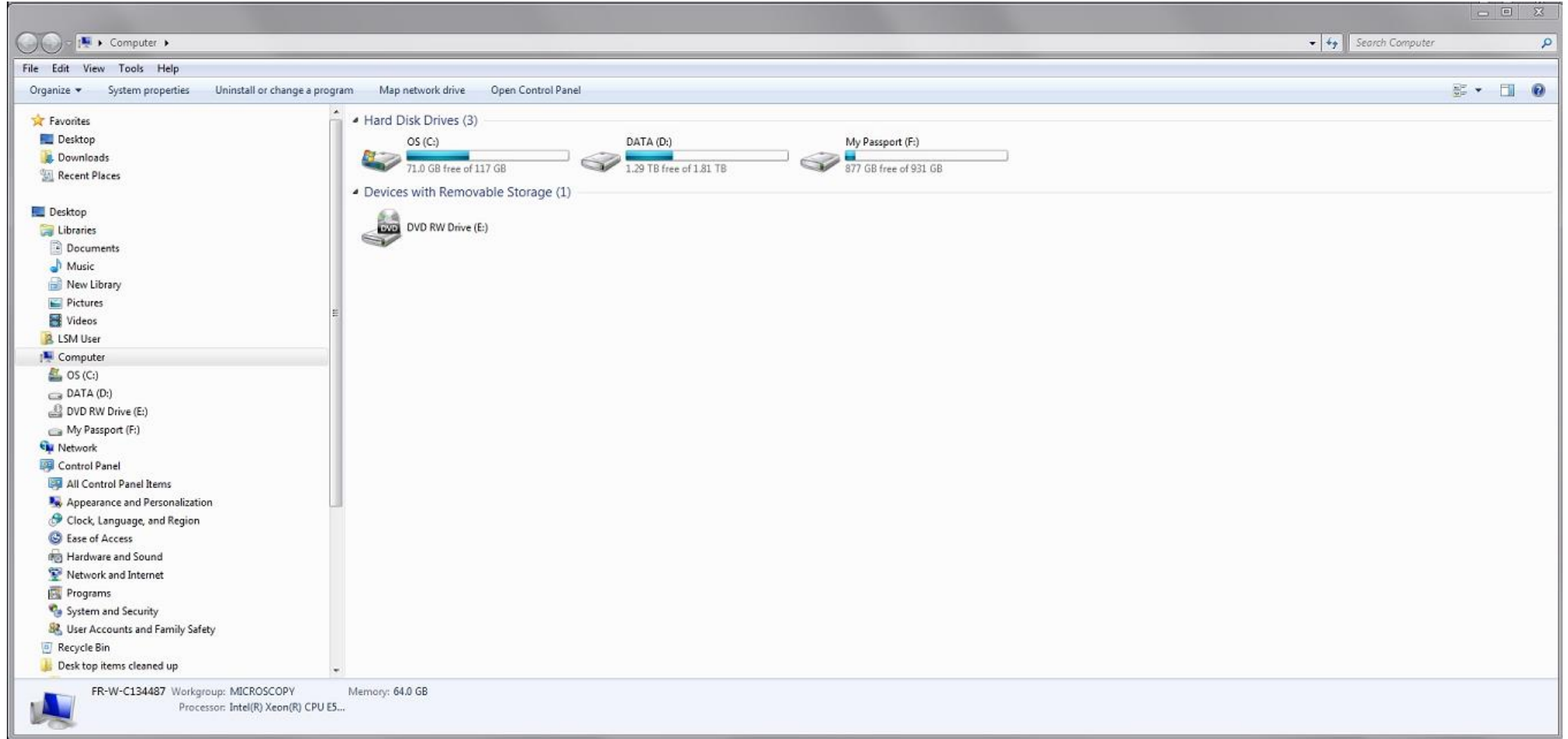# Accessing OMAL-SHARE1 server on the LSM780
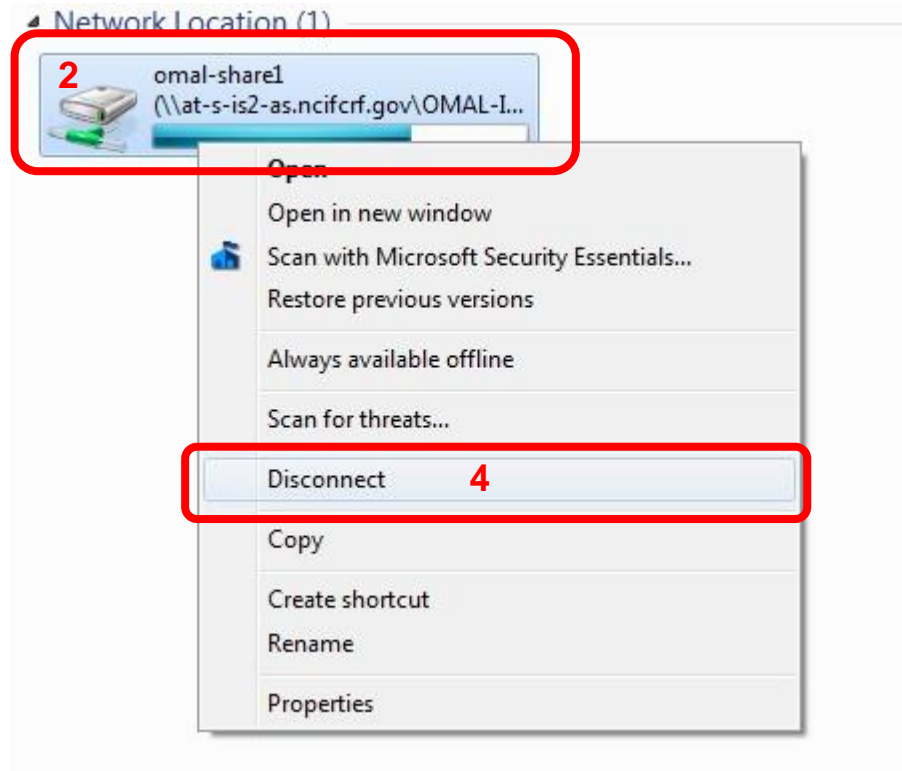
Kim Peifley

1/23/17

1. **When you open My Computer you should not see the server as being connected.**
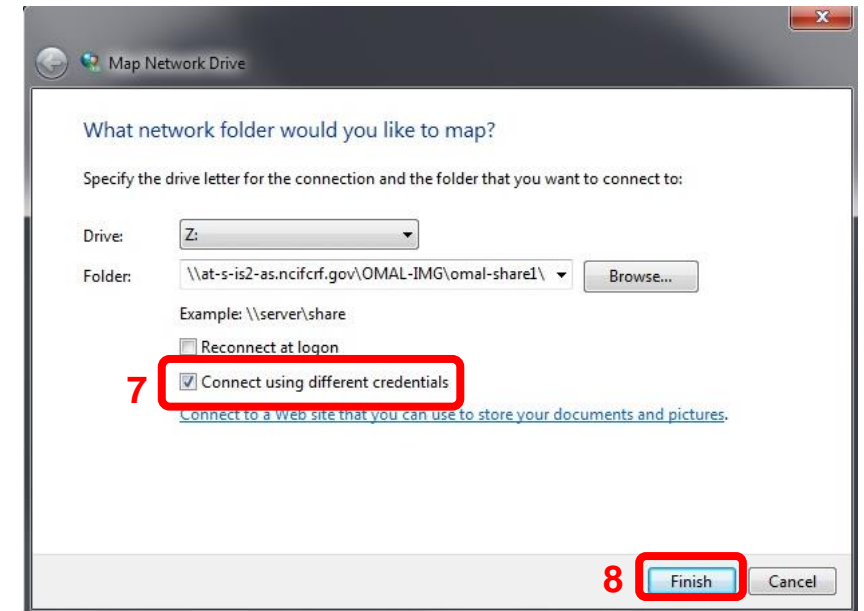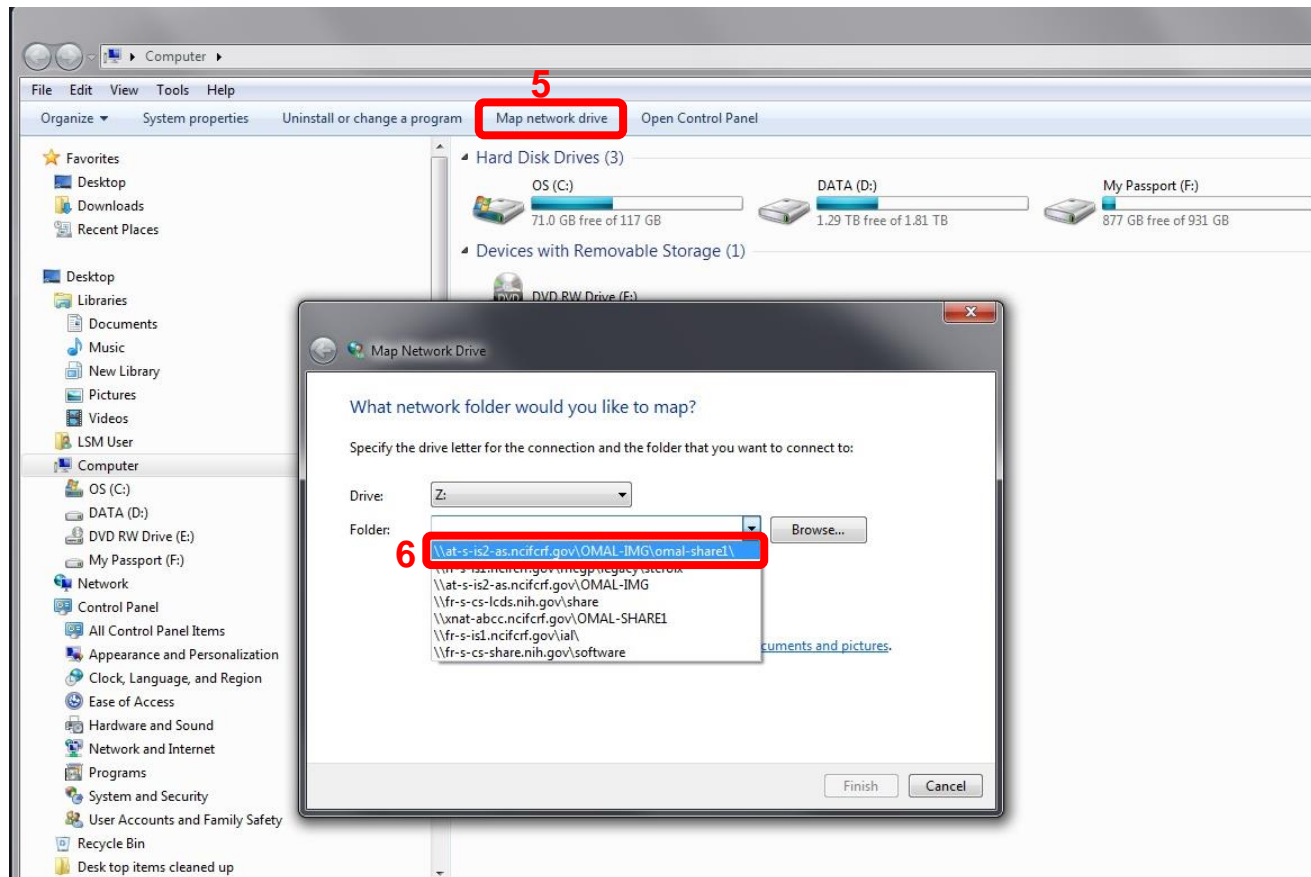
Should you see a server mounted disconnect it. This means someone else is logged in and you will not be able to move your data.

> 2. **To do this highlight the server.**
> 3. **Right click to get the menu.**
> 4. **Select disconnect.**

Network Location (1)

2 omal-share1
(\\at-s-is2-as.ncifcrf.gov\OMAL-I...

Open

Open in new window

Scan with Microsoft Security Essentials...

Restore previous versions

Always available offline

Scan for threats...

Disconnect   **4**

Copy

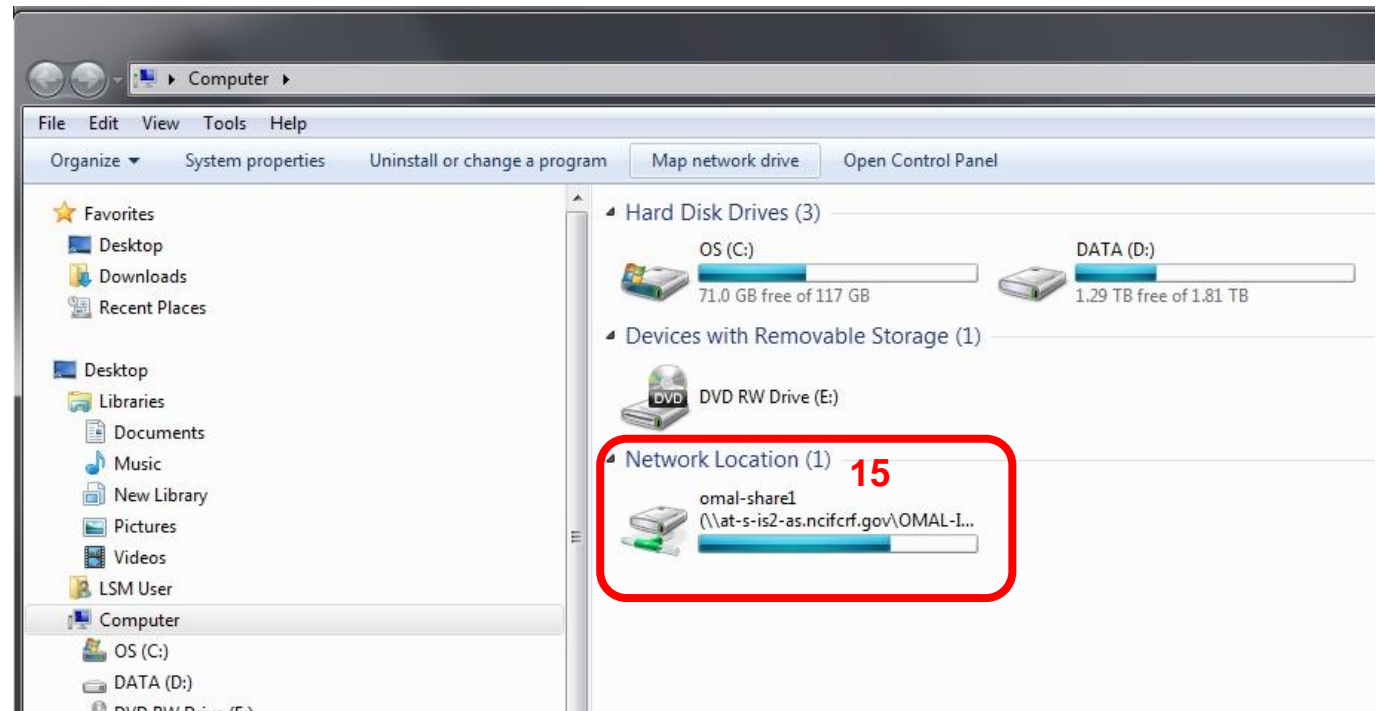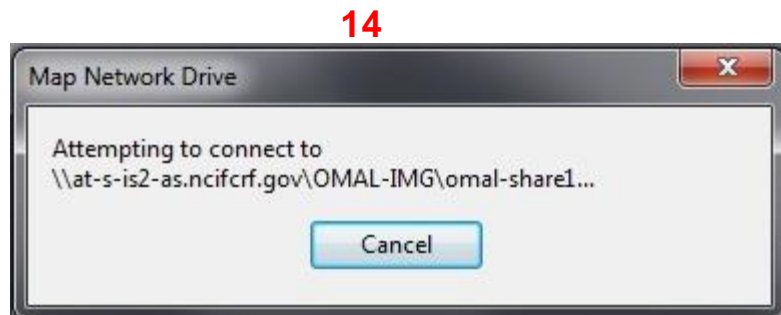Create shortcut
Rename

Properties

5. **Click Map network drive.**
6. **Select server.**
7. **Check "Connect using different credentials".**
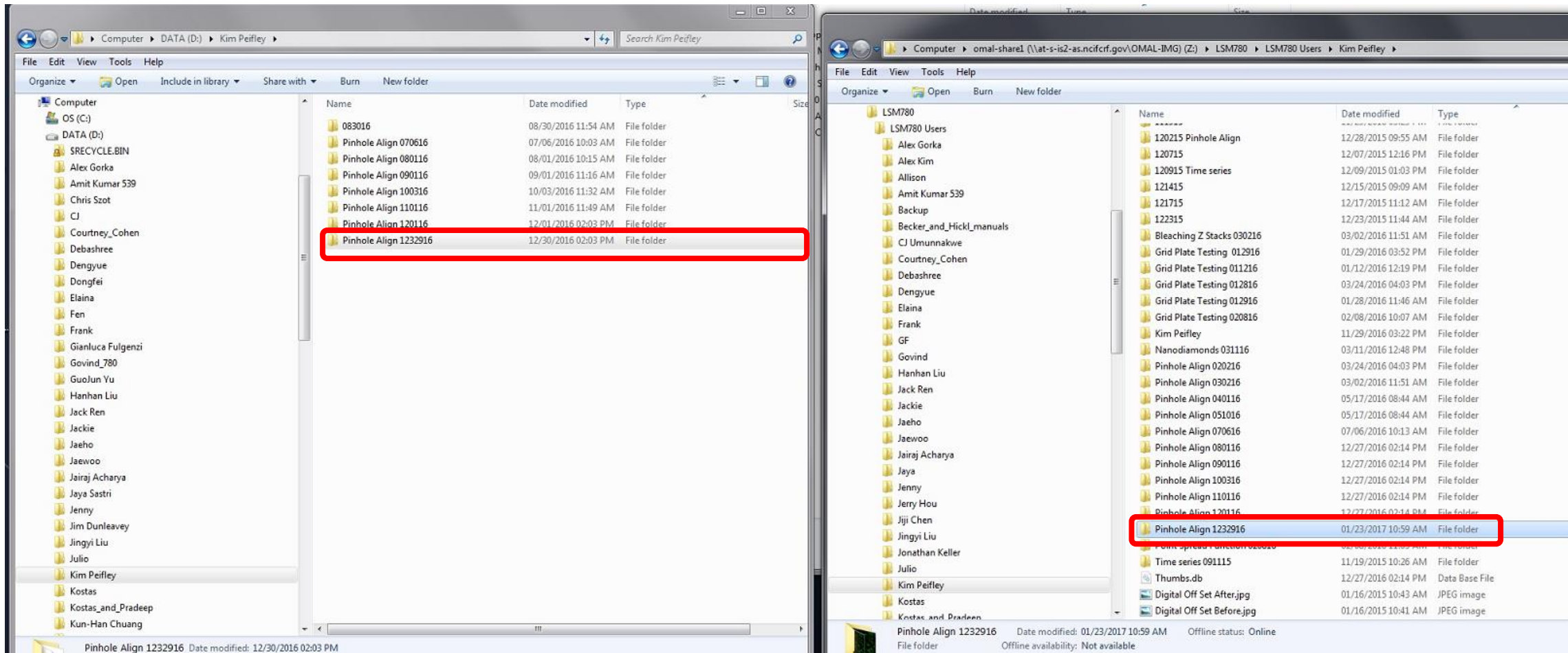8. **Click Finish.**

9. Click on "Use another account".
10. Click OK.
11. Enter your NIH username and password. Remember to put NIH\ in front of your user name.
12. Do not check the box for "Remember my credentials"
13. Click OK.

14. You will now see an "Attempting to connect" box. Be patient while the computer connects to the server.
15. The server will appear under Network Location when connection is successful.

16. Transfer your data.

17. Disconnect the server.