

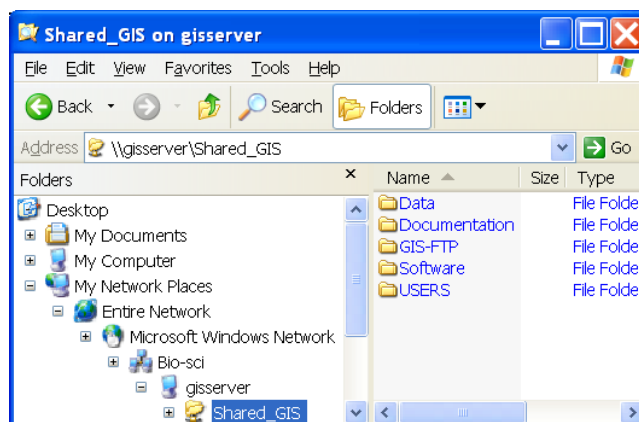
## Accessing the Shared\_GIS Server on the Bio-sci Network

Located on the 'Bio-sci' domain is **\\gisserver\Shared\_GIS** - a data server available only to members of the Department using GIS in their research. These instructions enable you to access the GIS-Server on the Bio-Sci network using Microsoft Explorer.

### Microsoft Explorer:

*You must be logged on to your computer with your generic lab ID and password to access the Bio-sci domain where the server resides.*

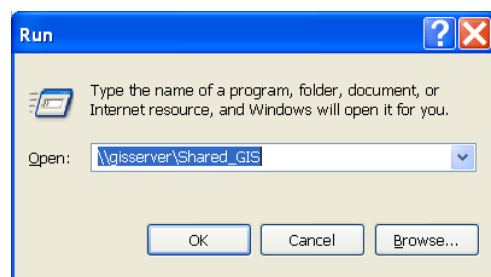
1. Open Microsoft Explorer
2. In the right-hand window, click on the “+” beside **My Network Places** to expand this directory
3. Click on the “+” to expand **Entire Network**
4. Click on the “+” to expand **Microsoft Windows Network**
5. Click **'Bio-sci'** to open it
6. Click **'gisserver'** to open it
7. Double click on the **Shared\_GIS** directory
8. Open the desired folder



### Contents of the folders on the Shared\_GIS Server:

Folder	Description	Access
Data	contains generic data and metadata	read only
Documentation	contains manuals and instructions	read only
GIS-FTP	only FTP directory on this server	read and write
Software	limited access to network installs of ArcGIS/ArcInfo	read only
USERS	contains the following sub-directories:	read and write
	bayley_lab, bayne_lab, boutin_lab, boyce_lab, cahill_lab, Currah_lab, dalelab, derocher_lab, Devito_lab, hannnonlab, hik, leys_lab, merrill_lab, palmer_lab, paszkowski_lab, roland_lab, sperling_lab, stclair_lab, Stlouis_lab, tonn_lab, volpe_lab	

### Shortcut to the Shared\_GIS Server:



1. In the Windows Desktop Task Bar (bottom of screen), click START >>> RUN
  2. Type **\\gisserver\Shared\_GIS** and click OK
- A window opens directly to the server!*  
**TIP:** Click on the FOLDERS icon in the Standard Buttons toolbar to transform the window into Windows Explorer.

