Steps to Map Network Drives & Connect to Contribute from UVM Medical Center computers

Those with UVM Medical Center accounts can access it from their Medical Center computers, after mapping the college Shared drive.

Steps to Map Network Drives from UVM Medical Center computers:

**L: Drive**
1. Right-click on the My Computer icon
2. Choose "Map Network Drive"
3. Select drive letter L
4. The Folder path is `\med.uvm\shared`
5. Check "Reconnect at logon"
6. Finish

Assistance can be given by the COMIS Helpdesk (6-7300), if necessary.

Contribute connection to the Z drive and your department folder

1. In Contribute, “Create New” “Website Connection”
2. What do you want to connect to? Website
3. What is the web address (URL) of your website? [http://www.uvm.edu/medicine/yourdeptwebsitename](http://www.uvm.edu/medicine/yourdeptwebsitename) i.e. /pathology
4. How do you connect to your web server? Secure FTP (SFTP)
5. What is the name of your SFTP server? zoo.uvm.edu
6. What is the SFTP username? your UVM NetID
7. What is the SFTP password? UVM campus password (if needed, go to [www.uvm.edu/account](http://www.uvm.edu/account) to set up the password).
8. The next screen is the wrong folder path. Replace with /shares/websites/medicine/yourdeptwebsitename
9. For the 2nd set of username and password use your UVM Medical Center M# and UVM Medical Center password