

## Connecting to the AAA Server

The AAA Course Folders, Department Office Folders, the Mac-PC Exchange and Research Folders. The name of the server is "aaafilerserver" and it is accessible both on and off campus. For frequently asked questions, see [AAA File Server FAQs](#).

If you are off campus, see [Cisco AnyConnect VPN Software](#) as you will need to connect via VPN to access the server.

### From a Mac:

- In the Finder, click Go, then click Connect to Server
- In the Connect to Server box, type 'smb://aaafilerserver' (without the single quotes).
- Enter your Duck ID user name and password (e.g. if your e-mail address is 'johndoe@uoregon.edu', your Duck ID user name is 'johndoe').
- Click Connect.
- the next window, select the folder you wish to connect to: **Courses**, then scroll to **2015-2016-SCYP-Redmond**, then find the appropriate subfolder for your class or a resource folder.
- Click OK.
- The folder should open in a new window in your foreground.
- If you are working on a public computer, make sure to restart the computer when you are done, so that the next person who sits at the computer cannot make changes to your folder.

### From any UO lab or faculty computer running Windows:

- If the computer is already logged in with another user, you may need to log out.
- Log in with your Duck ID user name and password, prefacing your username with ad\ (e.g. if your e-mail address is johndoe@uoregon.edu, enter your username as ad\johndoe)
- Windows XP: Go to Start -> Run and type \\aaafilerserver then click OK.
- Windows 7: Go to Start -> and type \\aaafilerserver in the search box, then hit Enter.
- When you are prompted for a username and password to connect, put in your Duck ID user name and password (e.g. if your e-mail address is 'johndoe@uoregon.edu', your Duck ID user name is 'johndoe'.)
- \*NOTE\* If you are prompted to re-enter your password, and it says "AAAFILERSERVER\" in front of your username, please place the letters A and D and a backslash in front of your duckid. (ex. AD\johndoe)\*
- In the next window, open the folder you wish to connect to: **Courses**, then scroll to **2015-2016-SCYP-Redmond**.
- If you are working on a public computer, make sure to log out or restart when you are done, otherwise anyone who sits down at the computer can make changes to your course folder.

## From a student-owned computer running Microsoft Windows 7:

- Go to Start and type \\aafileserv into the "Search" box then hit Enter.
- When you are prompted for a username and password to connect, put in your Duck ID user name and password (e.g. if your e-mail address is 'johndoe@uoregon.edu', your Duck ID user name is 'johndoe'.)
- **\*NOTE\*** If you are prompted to re-enter your password, and it says "AAAFILERSERVER\" in front of your username, please place the letters A and D and a backslash in front of your duckid. (ex. AD\johndoe)\*
- In the next window, open the folder you wish to connect to: **Courses**, then scroll to **2015-2016-SCYP-Redmond**.