How do I disconnect & reconnect PHS file shares?

In this example we will be remapping the phs-admin share. The steps work for the other shares as well, you just need to get the right URL. You can find the URL for each of the PHS drives in Mapping PHS Shares.

Procedure

1. Open File Explorer, and click "**This PC**"
2. If "**phs-admin**" appears right click on the phs-admin icon and click **Disconnect**
3. In the upper left corner of the This PC window click the "**Computer**" tab and then click the **Map network drive** icon.
4. Select the drive letter (**M:**) and enter this path: `\\admin-fs.phs.ucdavis.edu\phs-admin`
5. A prompt to enter username and password will appear. Enter your PHS user name and password, but enter your user name as `epm\[username]`
6. Check the boxes "**Remember my credentials**" and "**Connect using different credentials**".
7. Click Finish