

File Server Connectivity SOP:

Purpose:

The purpose of this SOP is to provide guidelines for connecting to the file server in order for users to securely share data.

Authorship:

This SOP was written by David Renteria.

Scope:

This SOP applies to all employees who access to the organizational file server.

Responsibilities:

The following personnel are responsible for implementing this SOP:

1. IT dept/contractors – Configure and maintain the file server and user endpoints' ability to connect to it

Prerequisites:

Prior to setting up email accounts, the following tasks must be complete:

1. The user's account has been created in the company's system/domain and is active.
2. The user's role & responsibilities have been clearly defined.
3. The user has been informed about the company's IT policies and procedures and has signed the AUP.

Procedure:

1. Ensure "Network Discovery" is enabled on user's machine.
2. Open Windows File Explorer.
3. Right click on "This PC" and select "Map Network Drive".
4. Select "Drive: Z".
5. Type "\\File Server IP Address\sambashare" in Internet or Network Address Box
6. Select "Finish"

References:

1. How to Access Samba Share from Windows: <https://linuxsimply.com/how-to-access-samba-share-from-windows/>

Definitions:

1. Samba – a file sharing service that uses the SMB protocol

Revision History:

11/15/2023 -- "File Server Connectivity SOP" created by David Renteria