

File Share Connectivity SOP:

Purpose:

The purpose of this SOP is to provide guidelines for connecting to the departmental file shares in order for teams to securely store and share data.

Authorship:

This SOP was written by David Renteria.

Scope:

This SOP applies to all Red Baron employees and contractors who require access to organizational file shares.

Responsibilities:

The following personnel are responsible for implementing this SOP:

1. IT dept/contractors – Configure and maintain the file share and user endpoints' ability to connect to it
2. Supervisors/managers – Ensure "Notification of Departmental Transfer or Termination" memos are sent to the IT Management team to prevent privilege/permission creep and minimize security vulnerabilities

Prerequisites:

Prior to configuring and granting file share access, the following tasks must be complete:

1. The user's account has been created and added to the domain & respective organizational unit.
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 "\\corp.redbarons.com\Name of OU File Share Drive" in Internet or Network Address Box
6. Select "Finish"

References:

1. How to map a network (share) drive from Windows 10: <https://support.microsoft.com/en-us/windows/map-a-network-drive-in-windows-29ce55d1-34e3-a7e2-4801-131475f9557d>

Definitions:

1. Share drive – shared spaces where teams can easily store, search, and access their files from any networked, authenticated device

Revision History:

12/18/2023 -- "File Share Connectivity SOP" created by David Renteria