How to Access the OWSFiles Public Folder to Get Files

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The public folder (directory) in the OWSFiles shared server is available to faculty, staff, and students on the Illinois Springfield campus who have a netID.

- This is a Read-Only directory.
- Anyone with a UIS NetID can map a drive to this directory and copy files from it.
- Only personnel from the Office of Web Services may write to this directory.

To access the OWSFiles public folder:

- Map a drive using this path: \uisdata1\OWSFiles$\public
  (If you do not know how to map a drive, please call Tech Support at 206-6000)
- Use your NetID and email password to log in.
- If you are using MacOSX, map a drive using this path: smb://uisdata1/OWSFiles$/public
  (If you do not know how to map a drive, please call Tech Support at 206-6000)