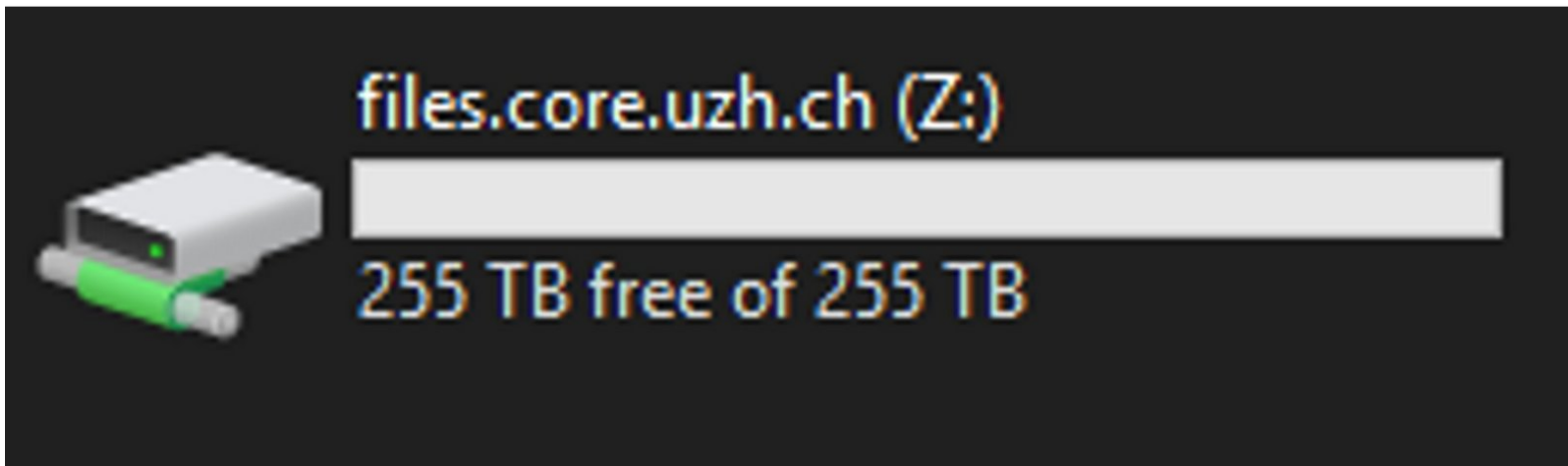


Access your data - USZ - Windows

This guide explains how to connect to the CORE fileservers from a Windows computer as a member of USZ.

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INTRODUCTION

To connect to the CORE file server from the USZ you should first **fill out a webform and send it to the USZ IT**. Only then you will be authorized to connect to our servers through the USZ firewall.

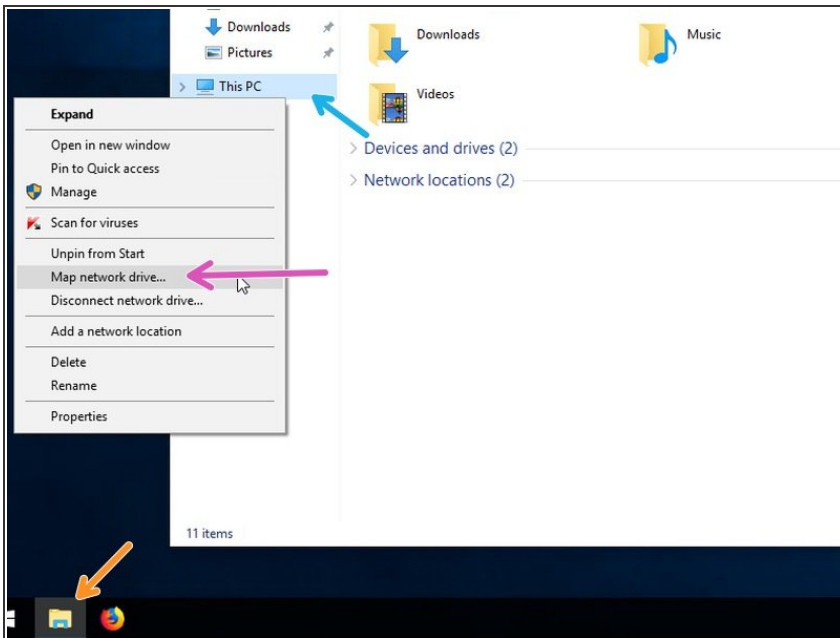
Step 1 — Requirements



⚠ Important requirements:

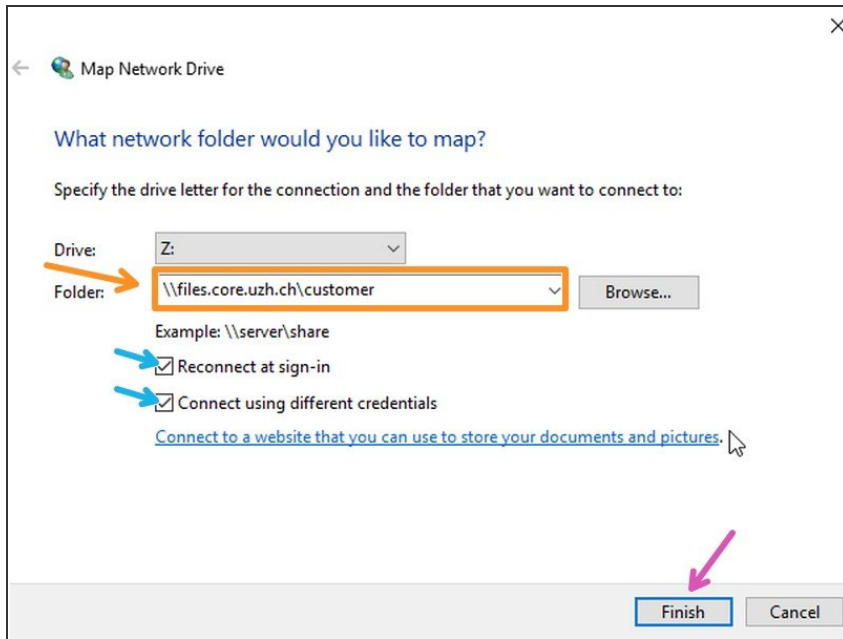
- Fill out the [firewall exception web form](#)
- Once you receive a notification from the USZ IT that the firewall exception was granted, you can continue with the next steps of this guide.

Step 2 — Map network drive



- Please open the **File Explorer**.
- Right click on **"This PC"**.
- Choose **"Map Network drive..."**

Step 3 — Enter server name



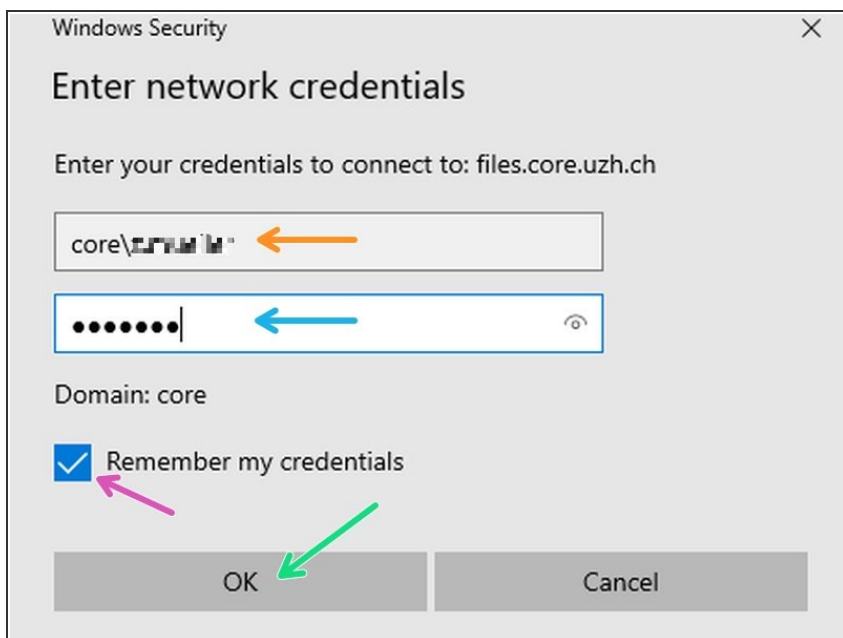
- Enter the following server address into the "Folder" field:

\\files.core.uzh.ch\customer

⚠ Do not replace customer with your username. Just copy the server address as it is.

- Make sure the checkboxes are selected.
- Click **"Finish"**.

Step 4 — Enter network credentials



i Now you will be asked for your CORE account credentials.

- Enter your CORE username.

⚠ Please note that you have to add "core\'" before your username.

- Enter your CORE password.
- Make sure the checkbox is checked.
- Click "OK". Your drive should now be available.