



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

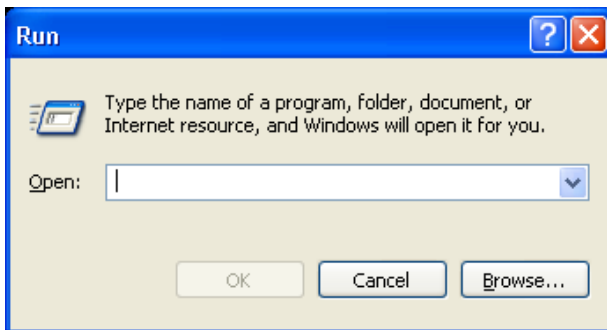
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TRIPLE ZERO

How to remotely access the c\$ share from your Windows computer

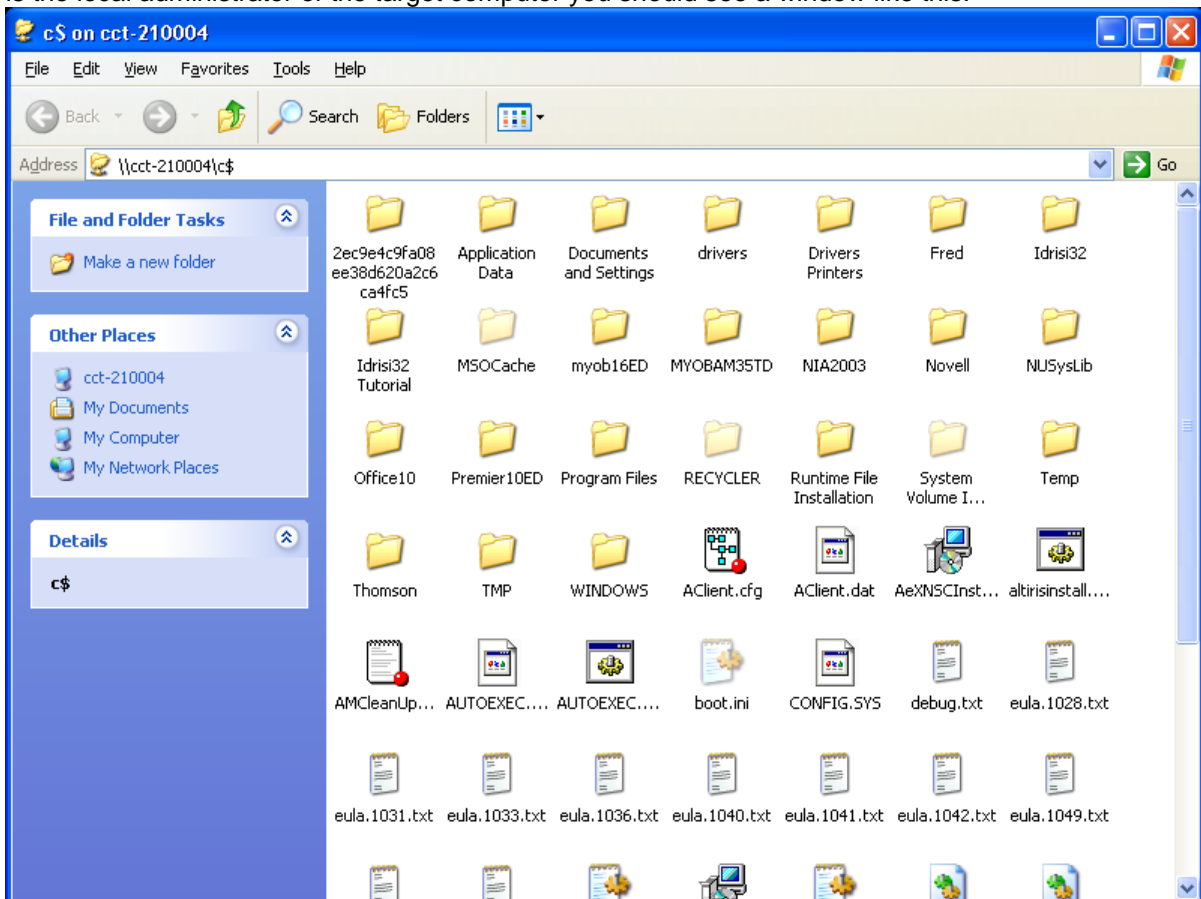
The c\$ share is an 'Administrative Share'. It is created by default on all windows computers. Only users who have Local Administrator access of your computer can access this share.

In this document the 'local computer' is the computer you are currently sitting in front of. The 'target computer' is the computer on which the share exists and which holds the files you are trying to access.

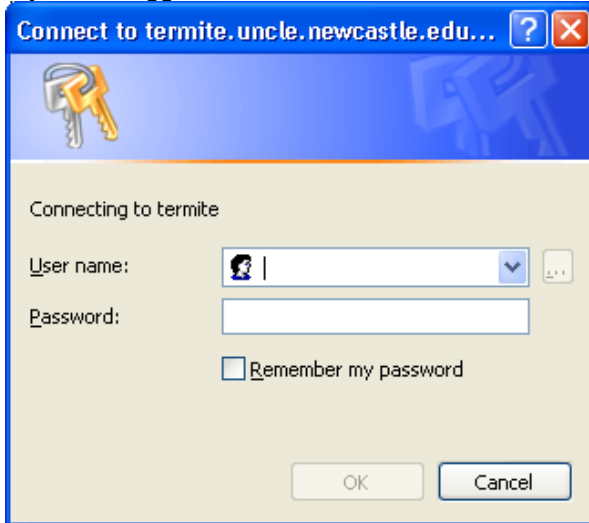
1. Login to a computer other than the target computer.



2. Click on the [Start] button and choose 'Run...!' from the menu . At the **Open:** prompt type **\\targetcomputername\c\$** and press [enter]. If you are currently logged in with an account that is the local administrator of the target computer you should see a window like this:



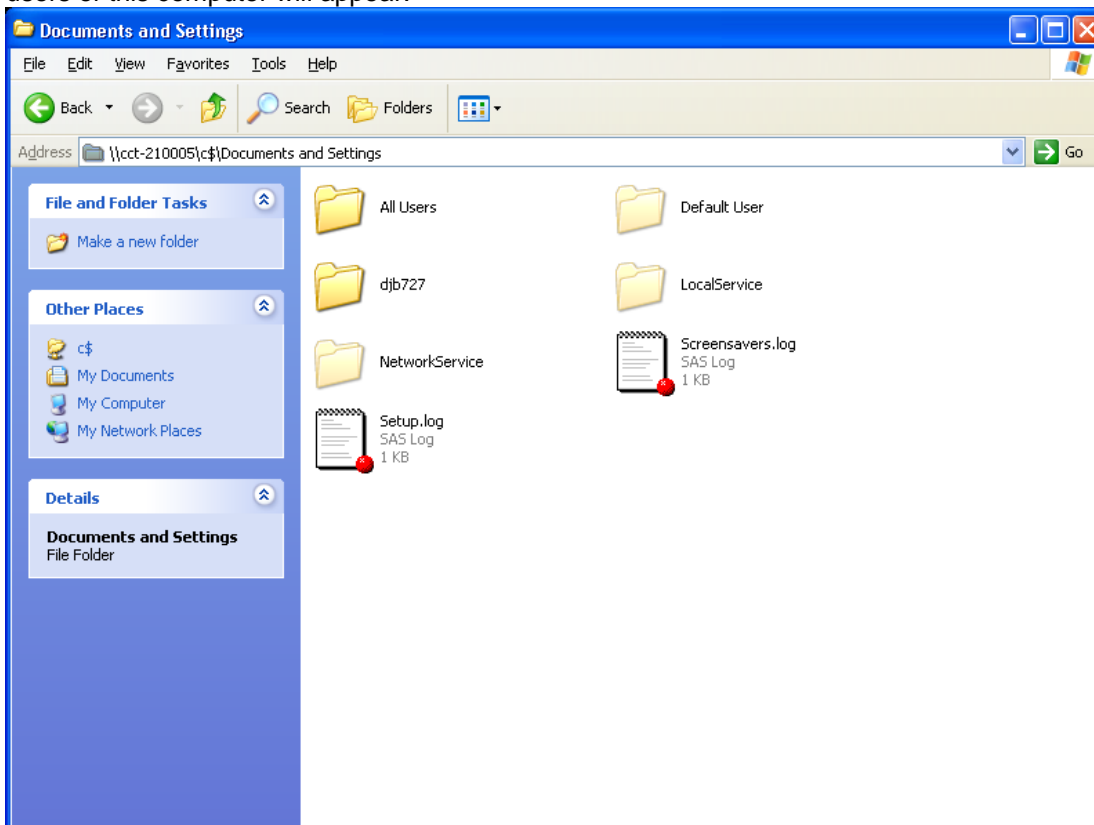
If you are logged in with some other account on the local computer you will see a window like:



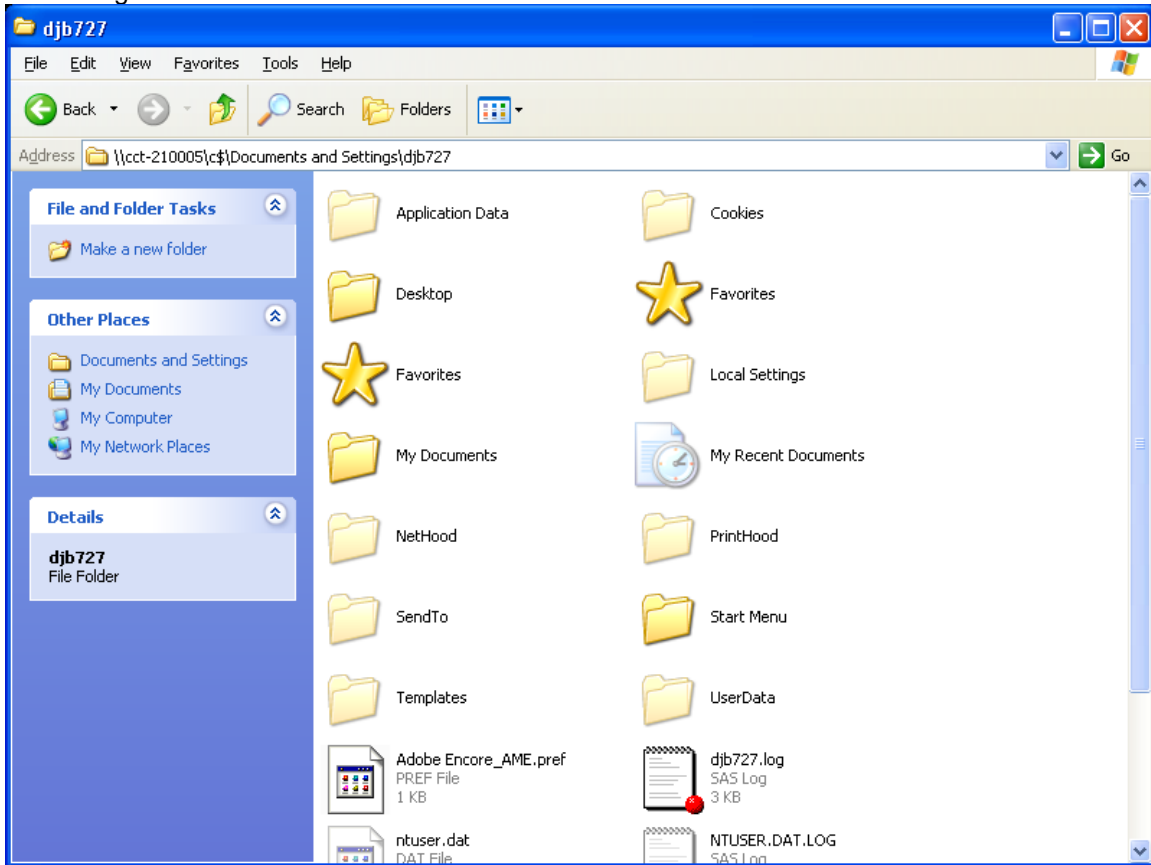
In this case you will need to type in the **username** and **password** of an account that has 'Local Administrator' access to that computer. It may be you need to type in the **computername** or **domain** followed by a '****' before the **username** eg **UNCLE\yourusername** or **computername\localusername**

3. You are currently at the root of the folder structure. If you want to get to your 'My Documents' folder you need to:

a. **Double click** on the '**Documents and Settings**' folder. A list of folders named after the users of this computer will appear.



b. **Double click** on the folder named after your **username**. In this window you should see something like:



d. **Double click** on the '**My Documents**' folder and you should now see your documents.

NOTE: Similarly you can also access files on your **desktop** from here and you can even see your Internet Explorer **Favourites**.