



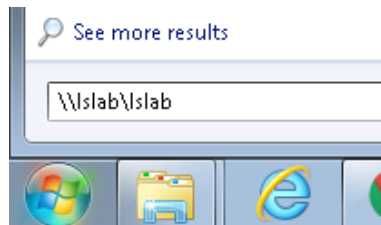
Legal Services LAB Server Access: Windows

Clinic students are granted access to the LSLAB folder share on the LSLAB server. In order to have access to the LSLAB folder, your faculty supervisor needs to send an e-mail to atrinbox@bc.edu to verify membership. Members of the Administrative & Technology Resources (ATR) department will add vetted students to the authorization table for the LSLAB folder.

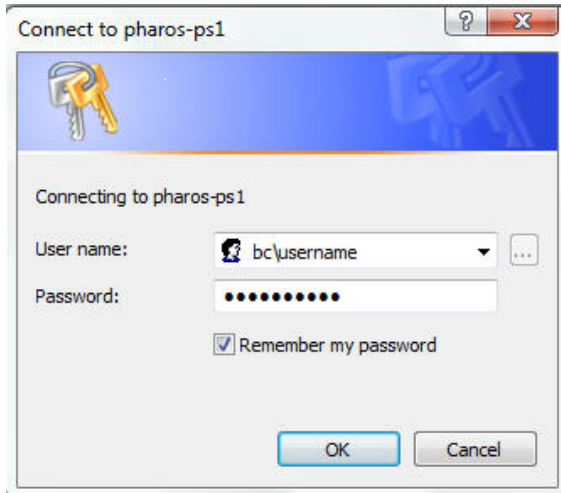
Please follow the instructions below to configure your laptop. If you encounter difficulties configuring your laptop, please visit the Law Library's Student Computer Help Center (LIB 205) Monday through Friday at the posted [times](#).

*Accessing the Islab server off campus will require a VPN (Virtual Private Network) connection for authentication. Setting up a BC VPN connection on your personal computer can be located here: <https://www.bc.edu/content/bc/offices/help-secure/getstarted/network/vpn.html>

Windows Vista and 7



Click the Windows Start Icon and in the text box type **\\slab\slab**. Press the enter key to search for the share.

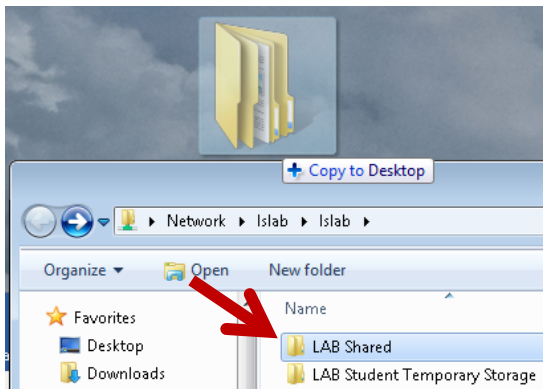


Replace default text in the username field with:
BC\Your BC Username.

Enter your BC Password.

Make sure you CHECK the box that says Remember my password.

Click OK.

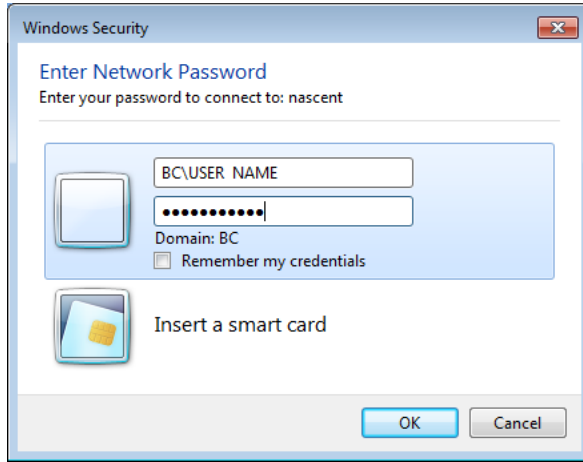


The File Explorer window will open in the Islab share. If you would like a shortcut to the LAB Shared folder, click and drag the folder icon to your desktop.

Windows 8



From the desktop, click the File Explorer icon and type in **\\Islab\Islab** into the address bar. Hit enter to search for the share.

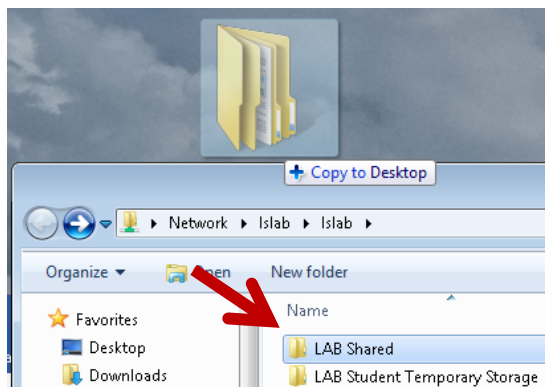


Replace default text in the username field with:
BC\Your BC Username.

Enter your BC Password.

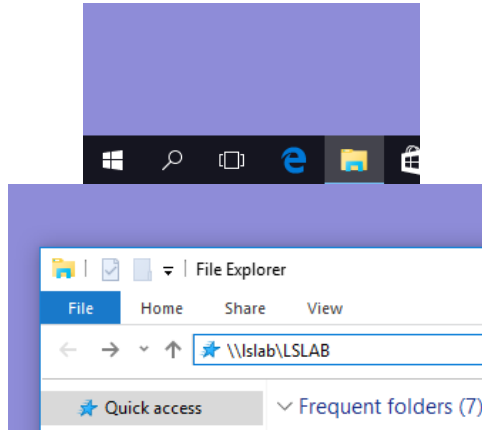
Make sure you CHECK the box that says Remember my credentials.

Click OK.

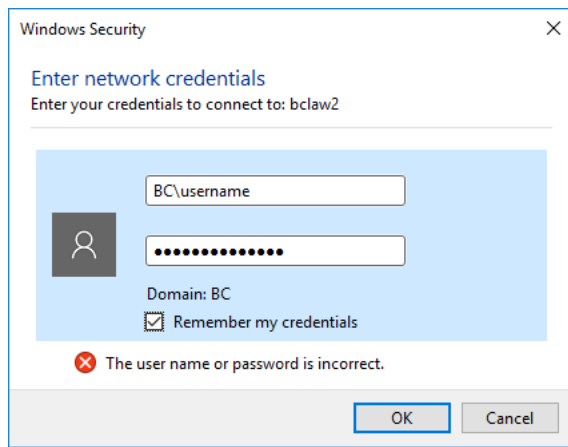


The File Explorer window will open in the Islab share. If you would like a shortcut to the LAB Shared folder, click and drag the folder icon to your desktop.

Windows 10



From the desktop, click the File Explorer icon and type in **\\Islab\Islab** into the address bar. Hit enter to search for the share.

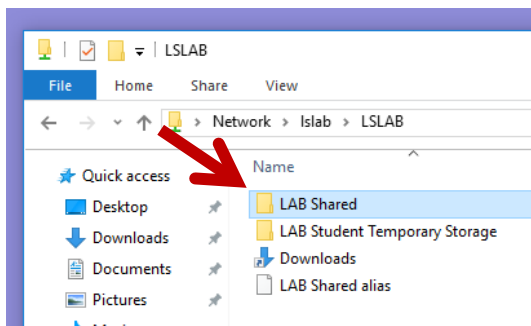


Replace default text in the username field with:
BC\Your BC Username.

Enter your BC Password.

Make sure you CHECK the box that says Remember my credentials.

Click OK.



The File Explorer window will open in the Islab share. If you would like a shortcut to the LAB Shared folder, click and drag the folder icon to your desktop.