



Department of Client Technology Services
Information Technology Systems Division

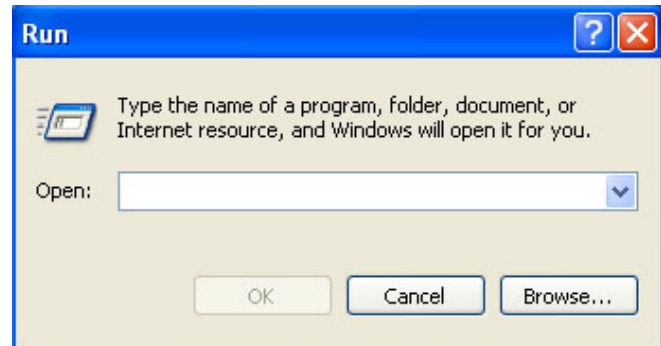
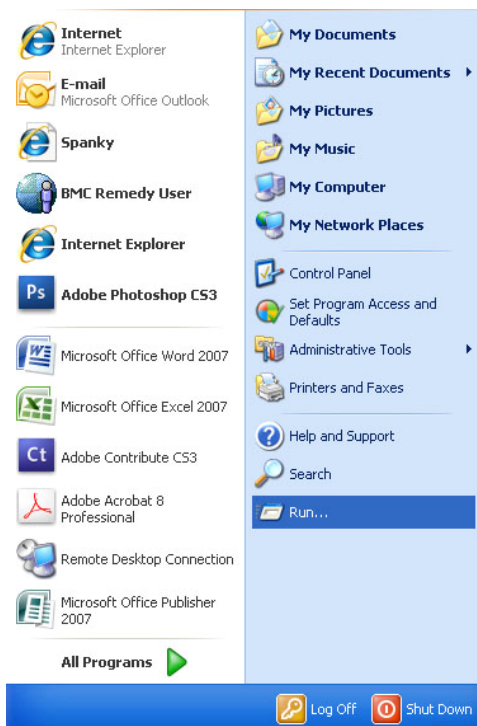
Connecting to Sammy

Compatible with Windows XP

Updated October '09

There are several ways that you can access Sammy while on campus:

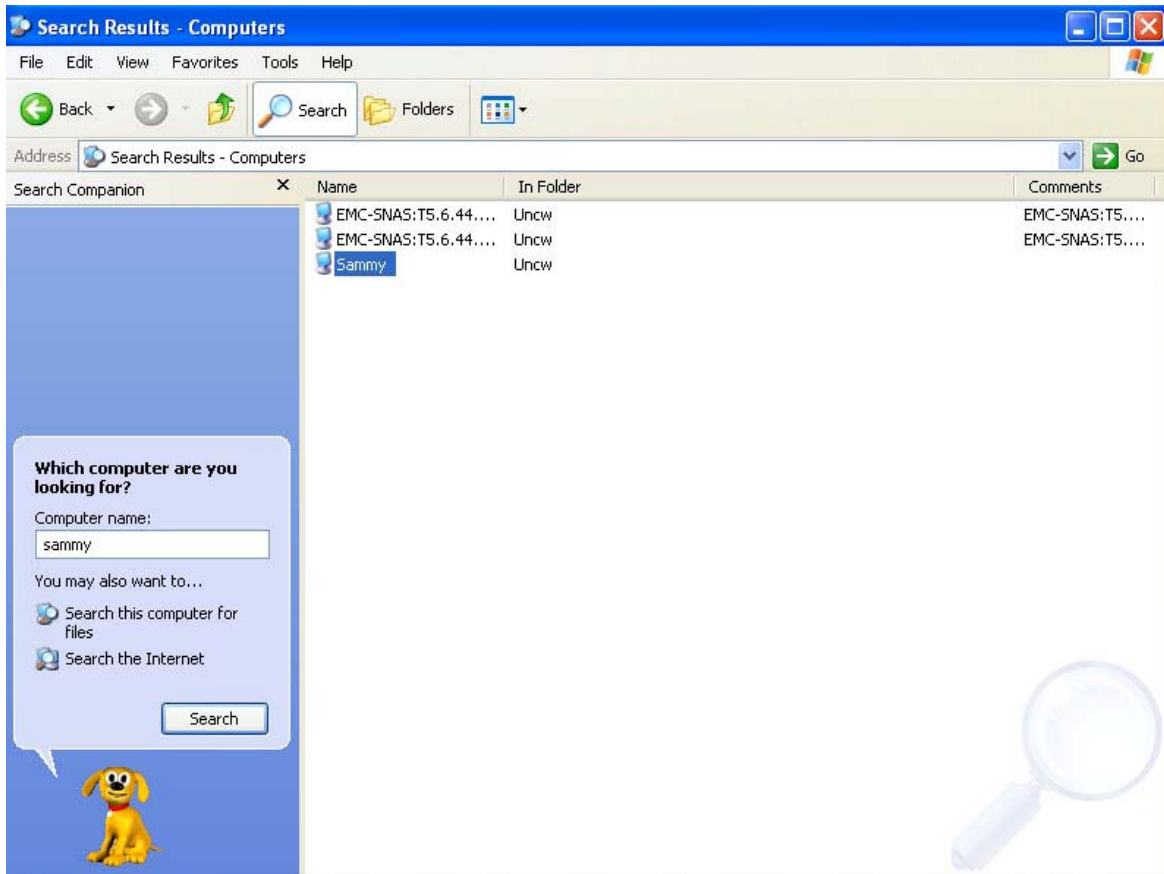
- Click on Start, then click Run and type in \\sammy (if an error immediately pops up, make sure you are using the correct slashes)



- Click OK
- Choose either “Departments” or “People”
 - Departmental folders on Sammy are shared between people in a department, while People folders are private folders designated to a specific person
- Folders are in alphabetical order, double click on the folder that you would like to access.

You can also access Sammy by searching for network computers:

- Click on Start, then click on Search
- Click on “Printers, computers, or people” when prompted to choose what you want to search for.
- Type “sammy” and click Search



- Choose either “Departments” or “People”
 - Departmental folders on Sammy are shared between people in a department, while People folders are private folders designated to a specific person
- Folders are in alphabetical order, double click on the folder that you would like to access.

If you have any problems or questions about these instructions, please feel free to contact the Technology Assistance Center (TAC) at (910) 962-4357 or at tac@uncw.edu