# Cabinet - CAD File Server

Robert R Henderson - 2026-09-03 - How-to Articles

# Cabinet

Below is a rough FAQ on what cabinet is and how to access the service. A more detailed FAQ will follow with more details including screenshots etc.

# FAQ

## How do I access Cabinet?

Access to Cabinet is covered by two different methods. Traditional samba and the new web interface.

### Web browser:

Cabinet offers a feature rich experience for connecting and interacting via a web browser. Please head to https://cabinet.cad.rit.edu/files and login using your RIT username and password via SSO.

**NOTE:** Make sure you use that full URL. Without the “files” portion, you will receive an error when trying to login.

Once logged in, you will see the courses share folder listed on the left side of the screen. Click on this folder and then the class folder you are working with.

### Samba:

If you are on campus or connected via VPN, you can connect to the cabinet file server via these two URLs.

**macOS:** smb://cabinet.cad.rit.edu/courses

**Windows:** \\cabinet.cad.rit.edu\courses

## What is the default folder structure?

Each course gets a dedicated folder based on the course program code. Inside, there will be 3 default folders.

- **Collaboration**: Folder is set to read/write for everyone, instructors and students. Allows for an open workflow
- **Handouts**: Read/Write to the instructors while only read only to students. Allows for a “secured” space to share materials with your students

- **Projects:** This is only accessible by instructors. Here you can create a folder for a project and then create a file request link. More information on this soon

As the instructor, you can also create other folders or remove the ones provided. You can also set permissions etc as you see fit. More information on this will be shared soon.

## Why no dropbox?

Dropbox folders can be created by the instructor but you will not have the ability to “time out” the dropbox. The better option is to use a file request link where you can control expiration, messaging, etc.

## How do I creating a file request link?

Creating file request link allows students to submit work to the file server where the instructor can look at the files. It allows for the link to expire at a specific time to control when assignments are due.

To create link, do the following:

1. With-in your course folder, open the Projects folder and create a new folder named after the assignment. Example here will be week_1.

2. Once the new folder is created, select it (mouse click once), click Action, and choose Create file request.

3. Here, you have a few options that you can set. All are completely optional for you to setup. **Make sure you copy the sharing link as you will need this to share with your students**.

    1. Suggest scroll down and expand the message customization portion. Here, the Your Name should be the class and the message set to any directions you want to provide

4. Click save once you set all the options you want to use.

    1. **NOTE:** Make sure to copy the sharing link. If you click save before you did, you can regain access to the link by click Create file request again under the Action menu

5. Send the link you copied to all your students along wth any information for submission

### Limitations of file request link:

Request links support individual files. The best way to submit a large number of files is to have your students compress a folder containing all their work into a .zip file and upload it. Once submitted, you can uncompress the .zip file within the web interface.