NETWORK

HOW DO I ACCESS MY NETWORK FILES FROM OFF CAMPUS?

This document will show the steps needed to access network files from off campus. Included is access to Y:\My Documents, G:\Shared, and the T: drive for CGIM students.

Remote access to My Documents using Windows XP: (Windows Vista instructions at the

end of document)

To Access to Y: drive using Windows XP

- 1. Open **Windows** Explorer (Start | Programs | Accessories | Windows Explorer) or double-click on My Computer on the desktop (do not use Internet Explorer).
- 2. Click on Tools, Map Network drive.
- 3. Click on Sign up for online storage or connect to a network server, Next

Map Network Drive		×
	Windows and assig access th	can help you connect to a shared network folder gn a drive letter to the connection so that you can ne folder using My Computer.
	Specify that you	he drive letter for the connection and the folder want to connect to:
	<u>D</u> rive:	U:
	F <u>o</u> lder:	Browse
		Example: \\server\share
		Reconnect at logon
		Connect using a different user name.
		Sign up for online storage or connect to a network server.
		< Back Finish Cancel

4. Click on Next in the Add Network Place Wizard.

Add Hethorik Flace Wizard	
G	Welcome to the Add Network Place Wizard
3 6	This wizard helps you sign up for a service that offers online storage space. You can use this space to store, organize, and share your documents and pictures using only a Web browser and Internet connection.
	You can also use this wizard to create a shortcut to a Web site, an FTP site, or other network location.
J	To continue, click Next.
	< Back. Next> Cancel

5. Choose another network location from the list, and click on NEXT.



- 6. Important, Student & Faculty have different paths. Please ensure you are using the correct server information. You will need to replace "network username" with your own network login username.
 - a. Students use: https://uddata.dbq.edu/student/network username
 - b. Faculty use: https://uddata.dbq.edu/faculty/network username

Add Network Place Wizard	×
What is the address of this network place?	<u>A</u>
Type the address of the Web site, FTP site, or network location that this shortcut will open.	
Internet or network address:	
https://uddata.dbq.edu/student/{Your network username } 💌 🛛 🛛 🛛 🖉	
View some examples.	

7. Click on Yes to Proceed with certificate

Security	Alert 🔀	
ß	Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.	
	The security certificate is from a trusted certifying authority.	
	The security certificate date is valid.	
	A The name on the security certificate is invalid or does not match the name of the site	
	Do you want to proceed?	
	Yes No View Certificate	

8. Enter your **network** login and password when prompted, and click on OK to continue.

Connect to uddata.	lbq.edu ?×
	G
The server uddata.d and password.	oq.edu at dbq.int requires a username
User name:	2
Password:	
	Remember my password
	OK Cancel

- 9. You will be prompted to create a name for this location.
- 10. When the wizard has completed, can click on finish.

Add Network Place Wizard	×
<i>C</i>	Completing the Add Network Place Wizard
25	You have successfully created this network place:
	ischrome on uddata.dbg.edu
	A shortcut for this place will appear in My Network Places.
	Open this network place when I click Finish.
J)	To close this wizard, click Finish.
	K Back Finish Cancel

11. You will find this drive listed under **NETWORK PLACES** in Windows Explorer.

12. Looking **NETWORK PLACES** in Windows Explorer , you will see your network My Documents folder. You may highlight any item and copy to your local computer. You may also copy a file from your local computer and paste it to your network My Documents (Y: drive) within this window.

omei			
Name 🔺	Internet Address	Size	Туре
GW Archive	https://uddata.dbq.edu/faculty/jschrome/G		Web Folder
My Documents	https://uddata.dbq.edu/faculty/jschrome/M		Web Folder
🚾 <u>sqmdata00</u>	https://uddata.dbq.edu/faculty/jschrome/sq	268 Bytes	SQM File
🚾 <u>samnoopt00</u>	https://uddata.dbg.edu/faculty/jschrome/sq	244 Bytes	SQM File
	insportformational acard them emoted in	2110,000	24.11.00

13. This mapped drive will always appear under **Network Places unless it is deleted**. Next time you want to use it open Network Places and choose this link.

Access to G:\Shared or T: drive for CGIM students (using both Windows XP and Windows Vista)

- 1. Open Internet Explorer (not Windows Explorer), and establish a connection with your Internet Service Providor.
- 2. Once you are on the Internet, type **data.dbq.edu** (the "www." is not necessary) in the URL/Address line. (you may receive a security alert dialog box. Click on Yes to continue.
- 3. Continue to the website
- 4. Login with network username and password
- At this point, you will get a dialog box asking for your User Name and Password. Enter your NETWORK username that you would use if logging onto a network computer in a computer lab.
- 6. Enter your **network** password.
- 7. Click **OK**.

Connect to webho	st.dbg.edu 🛛 🛛 🔀
R	
uo_vw	
∐ser name:	2
Eassword:	
	<u>R</u> emember my password
	OK Cancel

Remote access using Windows VISTA

****** NOTE****** You may need to install this patch from Microsoft before continuing.

http://www.microsoft.com/downloads/details.aspx?FamilyId=17C36612-632E-4C04-9382-987622ED1D64&displaylang=en

Access to Y: drive for students (Windows Vista only)

- 1. Open **Windows** Explorer or double-click on My Computer on the desktop (do not use Internet Explorer)
- 2. Click Map Network Drive
- 3. On the Map Network Drive screen, click **Connect to a Web site that you can use to store your documents and pictures** and then click Next
- 4. Click Choose a <u>custom network location</u>, and then click Next
- 5. In the "Internet or network address" field, enter the following:
 - a. For students: https://uddata.dbq.edu/student/*network username* (Ex. https://uddata.dbq.edu/student/bjones
 - b. For Faculty: https://uddata.dbq.edu/faculty/*network username*

You will need to replace "network username" with your own network login username.

- 6. Click on Next
- 7. When prompted, enter your Network login and password