

NETWORK

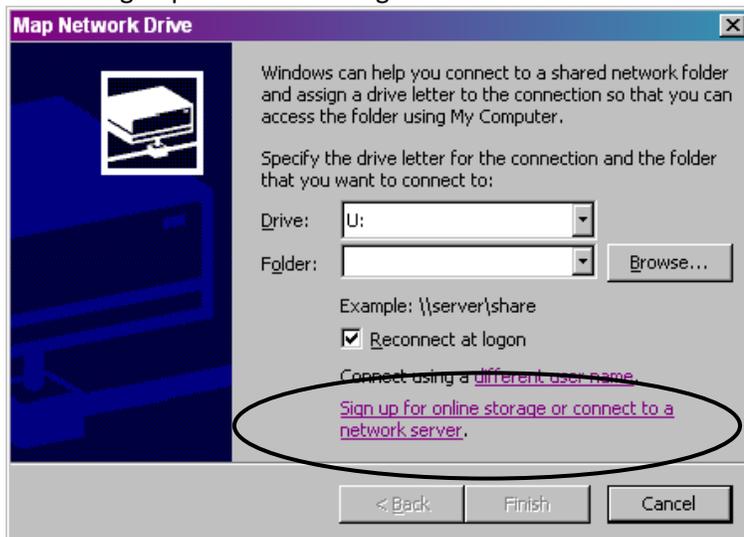
HOW DO I ACCESS MY NETWORK FILES FROM OFF CAMPUS?

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.

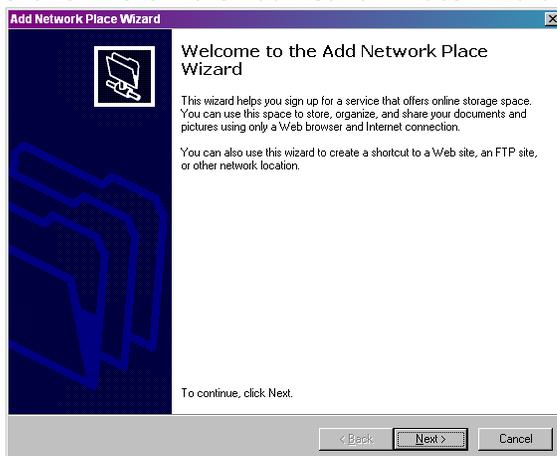
Remote access to My Documents using Windows XP: (Windows Vista instructions at the end of document)

To Access to Y: drive using Windows XP

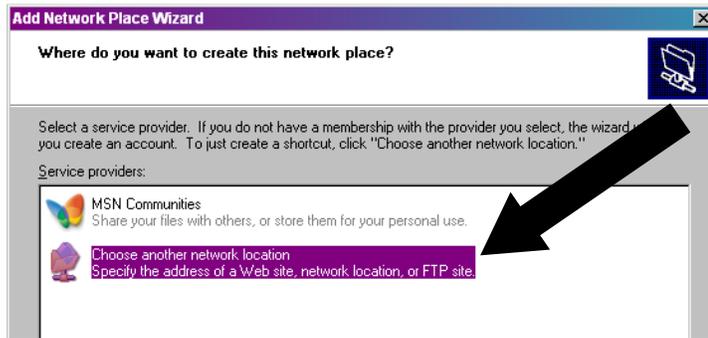
1. Open **Windows Explorer** (Start | Programs | Accessories | Windows Explorer) or double-click on My Computer on the desktop (do not use Internet Explorer).
2. Click on Tools, Map Network drive.
3. Click on Sign up for online storage or connect to a network server, Next



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

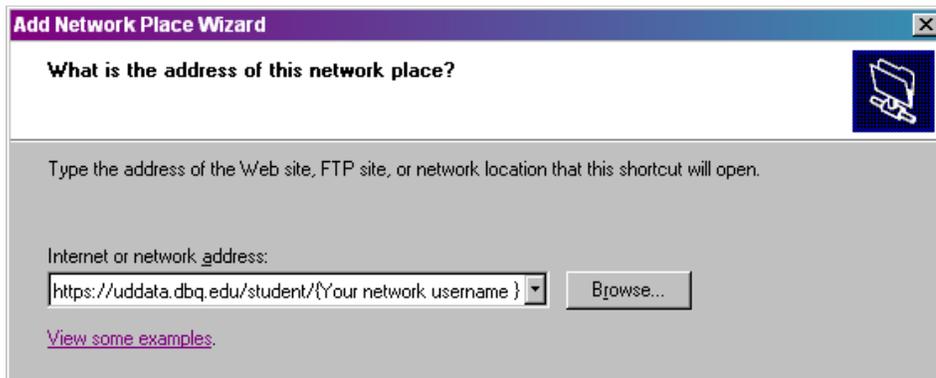


5. Choose another network location from the list, and click on NEXT.



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`



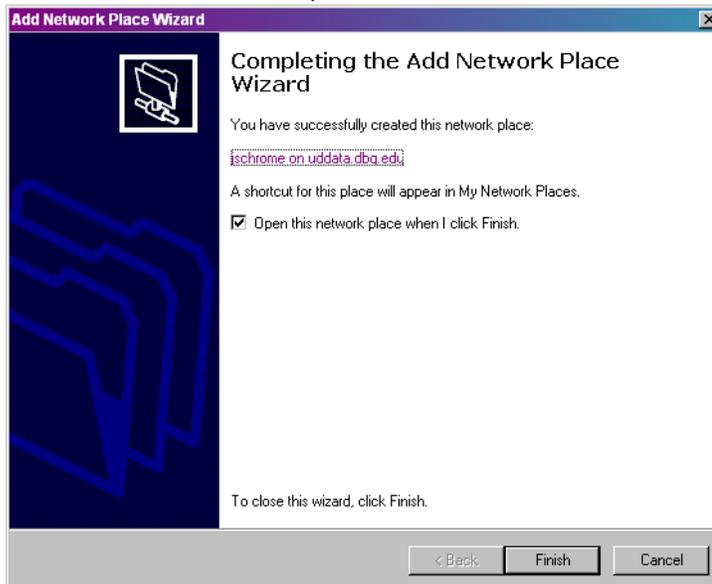
7. Click on **Yes** to Proceed with certificate



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

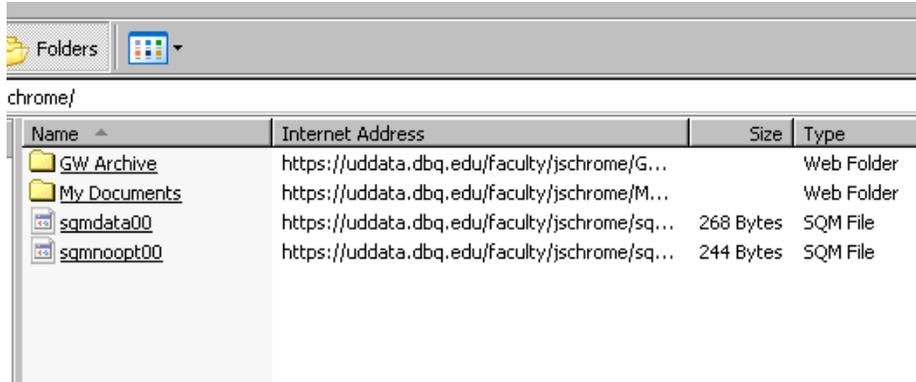


9. You will be prompted to create a name for this location.
10. When the wizard has completed, can click on finish.



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

- 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.



- 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)

- Open **Internet** Explorer (not Windows Explorer), and establish a connection with your Internet Service Provider.
- 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.
- Continue to the website
- 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.
- Enter your **network** password.
- Click **OK**.



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 custom network location, 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