



1. **INTRO** - Welcome to a BITS Video Tutorial on Accessing Campus Computing Resources from Home. This video will demonstrate different ways to access University resources from off-campus. BITS video tutorials run just like an online movie; you can review and pause if you need to hear a specific instruction over again. You can also use the Table of Contents, located on the left, to jump forward and back to parts that are relevant to what you need.
2. **OPTIONS** - The University's Learning & Technology Services has provided some helpful online documentation to help you decide which method of connection is best for you. The "Options for Connecting from Off Campus" document is located at the address on the screen (<http://www.uwec.edu/help/General/offcampaccess.htm>). This compares and contrasts the pros and cons of three different ways of connecting from home. This is probably the best resource for Windows users to decide what to use.
3. **MICROSOFT VPN CLIENT** - The first option is called the Microsoft VPN Client. This allows UWEC users to access network resources in a secure, encrypted connection. It requires only one setup, looks similar to what a user sees on-campus and allows you to upload and download files. However, setup does require multiple steps and issues can arise that are relatively difficult to troubleshoot. Further documentation on creating the VPN is available on this page, depending on the version of your Windows operating system.
4. **OUTLOOK WEBMAIL** - A second option is to use Outlook Webmail to map a campus network drive. This provides read-only access to the files on the drive, meaning you can download a file, but you can't save it back to the drive. The benefits of this method are that it again requires only a one-time setup and it's accessible on the Internet with Internet Explorer. However, it does not allow you to upload a file and it does not work with Safari or Firefox browsers.

If you map to a drive that you access frequently, you can save it as a Favorite, providing you with convenient access to your files anywhere. In Webmail, from the Navigation pane, click Documents, located in the lower left hand corner. The Documents options will appear. At the top of the Navigation pane, click Open Location. In the text box, type the address of the network drive.

If you don't know the address, consult the "Connecting to Network Drives" documentation, located at the address on the screen (<http://www.uwec.edu/help/WinXP/map-drive.htm>). This offers the folders and addresses for many of the primary University network drives.

After entering in the address, click Open. The contents of the drive will appear. To save this mapping to your favorites for quick access next time, click Add To Favorites and check OK.

When you save a location as a Favorite, Webmail assigns the name of the folder as the default name for the Favorite. You can change this if you so desire. From the Documents section of the Navigation pane, right click on the drive you'd like to rename and select Rename. Type in a new name and press Enter on your keyboard. The drive should be renamed.

Once you have mapped a location and saved it as a Favorite, you can access it at anytime by accessing the Documents section of the Navigation pane and clicking the desired drive in the pane.

5. **WEB VPN** - A third option to access network material off-campus is to use the Web VPN. Rather than using the Microsoft VPN Client, which is specific to a computer, you can use web VPN from any computer with an Internet browser. This provides secure access from anywhere to files stored on campus network drives. It allows you to download and upload files on any Internet browser. However, it cannot save network names and the interface may look unfamiliar to users at first.

Still, you can easily access any campus drive that you have permission to from your Internet browser. In the browser address text box, type **vpn.uwec.edu**. The login screen will appear. Enter your UWEC username and password and click Login. You will be prompted to Enter a Network path. This is the network address for the drive you would like to access. For example, the address for the W drive is [\\cass1\deptdir](http://cass1.deptdir). If you do not know the address of the drive you would like to map, please consult the "Connecting to Network Drives" documentation located at the address on your screen (<http://www.uwec.edu/help/winva/map-drive.htm>). Once you enter the address and click Go, the contents of the drive are displayed.

Opening a file is as easy as clicking on it. Simply navigate to the location of the file, click it and select to open it. To save a copy of the document locally, click Save. You cannot save directly to the drive; you must save the document locally (on your machine) and then copy it to the drive.

To copy, or save, a file to a drive, you must first have the drive accessed through the Web VPN. Navigate to the folder that you want to save the file to. Click Copy File to Server. Now, it is very similar to attaching a file to an email. Click the Browse box to locate your file. If you wish, you can name the file something else after copy. When you're satisfied, click Copy. The file is now saved to the selected location on the drive. Once you have completed your work with the files on the drive, simply log out of the application.

6. **RESOURCES** - Again, the UWEC LTS has placed some very helpful documentation online. For this tutorial, we accessed:
 1. Options for Connecting from Off Campus: <http://www.uwec.edu/help/General/offcampaccess.htm>
 2. Connecting to network drives: <http://www.uwec.edu/help/winva/map-drive.htm>
 3. Web VPN: <http://www.uwec.edu/help/Internet/webVPN.htm>

However, these and many more helpful walkthroughs are located online at the University Help Desk website: www.uwec.edu/help.

7. **CONTACT INFO** - If you have any questions or concerns about accessing UWEC computer resources off-campus, or encounter any problems, please contact the Help Desk at 836-5711. If you have any other questions concerning this or other video tutorials, or general software questions, please do not hesitate to contact BITS, located in Old Library 1106, or by email at training@uwec.edu.