

<http://vpn.uws.edu.au>

This fact sheet is a quick guide to connecting to a shared drive while using UWS VPN. A detailed version, including screen shots, is available at the [ITS Fact Sheet website](#).

Shared drives are commonly referred to as “shares”, “shared folders” or “network drives”.

You will need a Windows Vista profile to access shares. All staff (Windows users or not), have an XP or Vista profile. If in doubt, or to have your profile converted, please contact the IT Service Desk.

If you do not have permission to access the share, you will not be able to add or access the share. If required, contact the share’s owner for access.

These actions are required only once for each shared drive/folder. Once created, your shares will be available for all future UWS VPN logins.

Before connecting to UWS VPN, obtain the address of your existing shares:

- Right click the share’s icon and choose **Properties** from the menu that appears.
- Ensure the **general tab** is selected.
- The address will be displayed next to **Target**.

Link to your shares in UWS VPN:

- Use your web browser to login to UWS VPN with your MyUWSAccount credentials.
- At the Welcome screen – click the **UWS Staff Desktop** icon.
- Double click the **My Network Places** icon.
- Under Network Tasks, click **Add a Network Place**.
- Click **Next** and wait for the information to be downloaded.
- Select **Choose another network location**.
- Click **Next**.
- Enter the **full address of the share** (do not click Browse...), in the following format:
 - [\\ad.uws.edu.au\dfshare](#)(your share’s address)
 - Eg: \\ad.uws.edu.au\dfshare\ITS\test
- Click **Next**.
- Enter a **name for the share** (or use the default). Click **Next**.
- Check **Open this network place when I click Finish** to test your new connection (optional).
- Click **Finish**.



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ITS Fact Sheets	http://www.uws.edu.au/itfactsheets