

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

This step by step fact sheet describes connecting to a network share while using the UWS VPN. It is assumed that readers will be reasonably familiar with using Windows. Note: To reduce the document's size, a number of screen shots have been reduced by cutting out "blank" sections.

A [brief version of this fact sheet](http://www.uws.edu.au/itfactsheets#vpn) is also available at <http://www.uws.edu.au/itfactsheets#vpn>.

Shared drives are commonly referred to as "shares", "shared folders" or "network drives". Typically, shares are used to share data within a school or unit, and sometimes across schools/units. If you have shortcuts to your shares on your regular UWS computer, the shortcuts may appear on your UWS VPN desktop. If so, no action is required.

You will need to have 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.

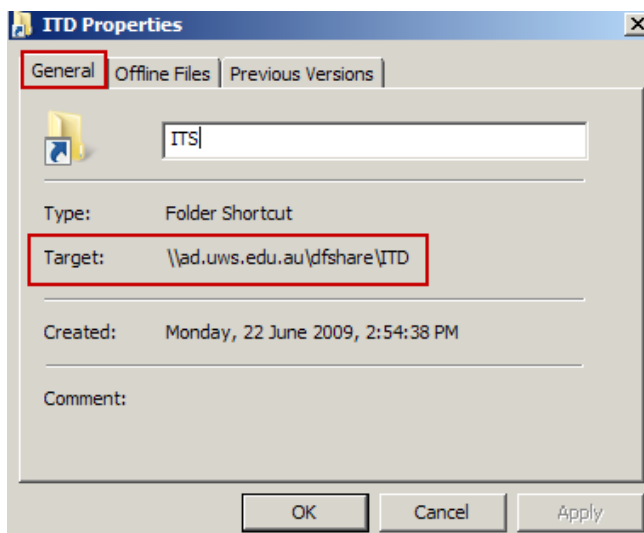
These actions are required only once for each shared drive/folder. Once created, your shares will be available for all future UWS VPN logins.



If you don't have access to the share, you will be unable to add it to your VPN desktop. Contact the share's owner for access.

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

- Right click the icon you normally use to open the share and choose **Properties** from the menu.
- Ensure the **general tab** is selected.
- The share's address will be displayed next to **Target**.
- Make a note of the address and close the Properties window.



A share's Properties window, showing the address

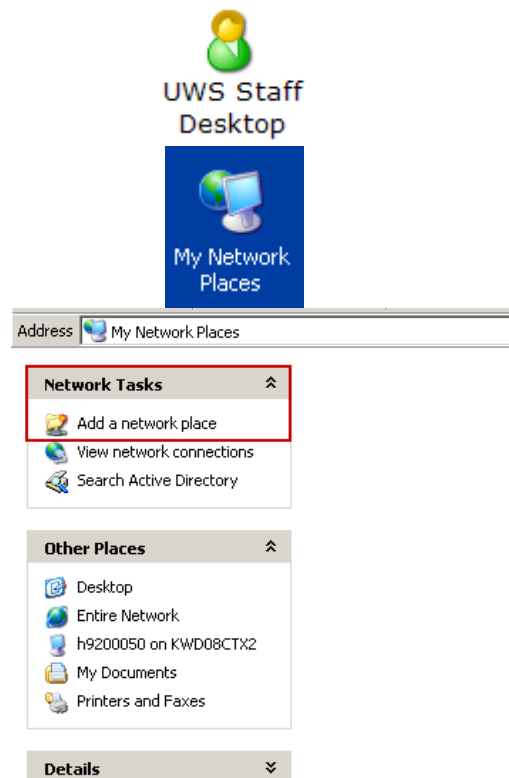
Link to your shares in UWS VPN:

- Use your web browser to login to UWS VPN with your MyUWSAccount credentials:
<http://vpn.uws.edu.au>.

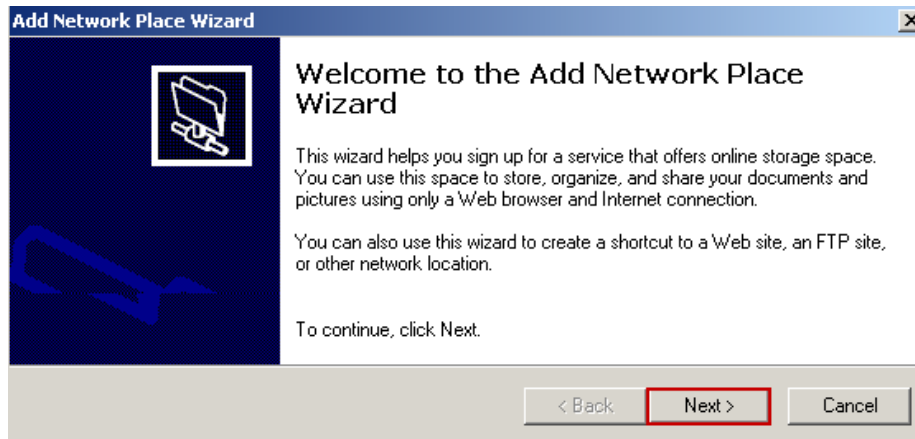


UWS VPN Login screen

- When the Welcome screen opens, select **UWS Staff Desktop** from the Applications icons. The VPN desktop will open.
- When the UWS VPN desktop opens, double click the **My Network Places** icon to open the My Network Places window.
- Under Network Tasks, click **Add a Network Place**

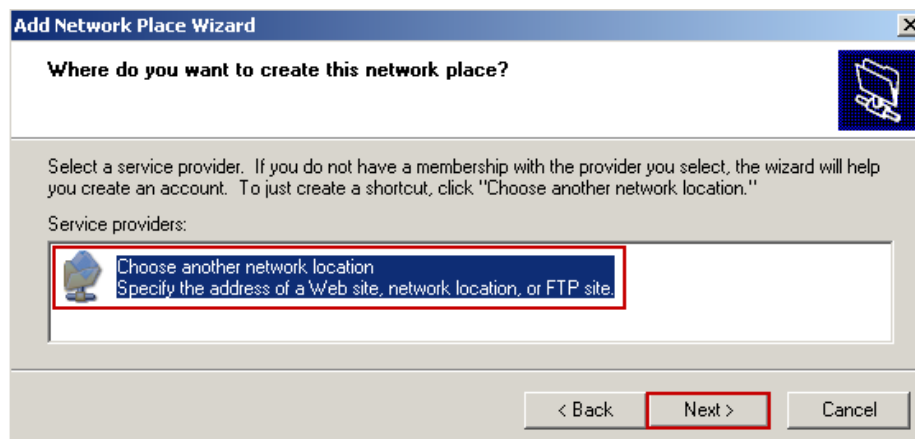


- The Add Network Place Wizard will open. Click **Next** and wait for the information to be downloaded.



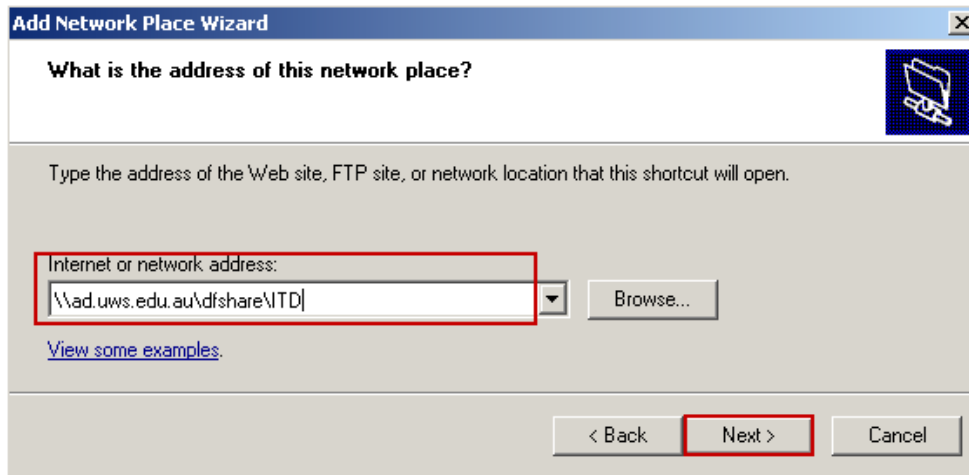
Add network places wizard

- After a few moments, the window below will appear. Select **Choose another network location** and click **Next**.



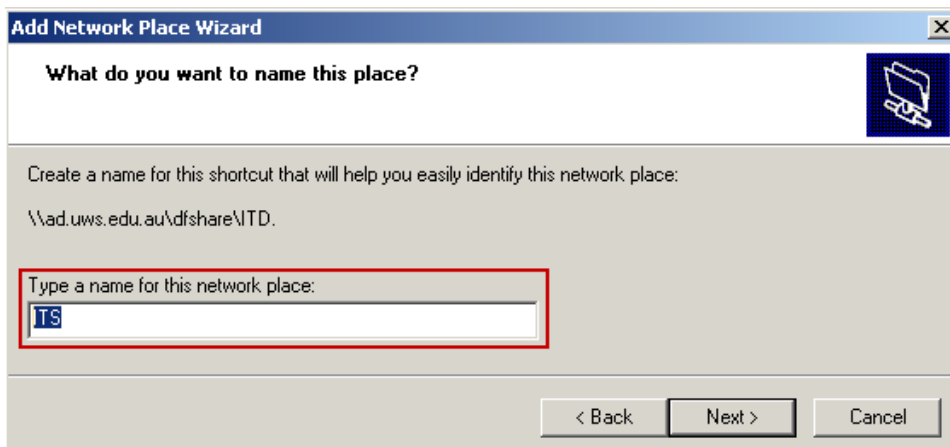
Choose another network location

- Enter the **full address of the share** (which you recorded earlier), in the following format:
 - \\ad.uws.edu.au\dfshare\your share's address
 - Eg: [\\ad.uws.edu.au\dfshare\ITD\](#)



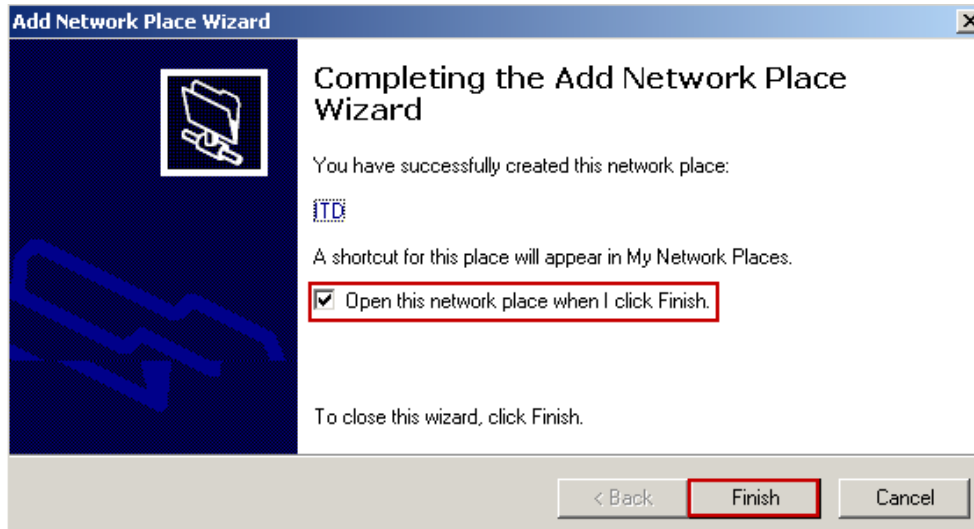
Enter the share's address

- Click **Next**.
- Enter a **name for the share** (or use the default). The name you use has no impact on other users.



Name the share

- Click **Next**.
- Check **Open this network place when I click Finish** to test your new connection (optional). Click **Finish**.



All done!

Congratulations. You will now be able to access your shares through the UWS VPN.



| IT Service Desk | |
|----------------------------|---|
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| Web: | http://www.uws.edu.au/itservicedesk |
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| UWS IT Services Catalogue: | http://www.uws.edu.au/its |
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