



January 28, 2016

Accessing UWW Network Storage off Campus - Windows

OVERVIEW

This guide will walk you through the steps to access UWW network storage while working off campus.

Note: You must ALWAYS establish a VPN connection before accessing network storage off campus.

Note: To access network storage off campus you must have the AnyConnect VPN client installed on that computer. Instructions on installing the AnyConnect VPN client can be found [here](#).

Note: Make sure to disconnect from the VPN connection once you no longer need to access remote campus storage.

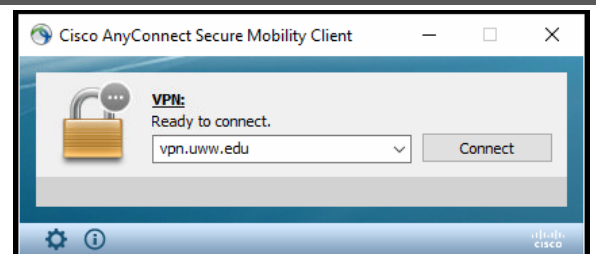
Note: Campus owned machines will already be mapped to access network drives.

Establish VPN Connection

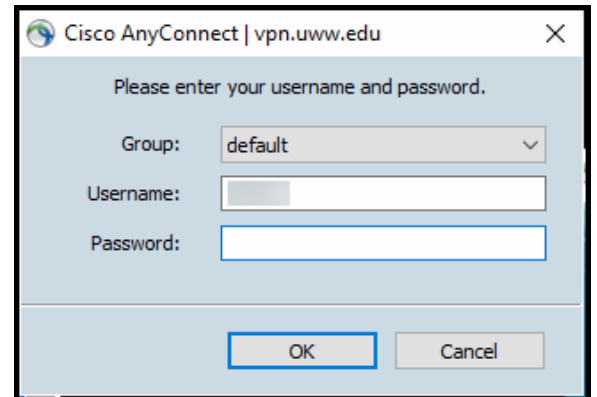
Step 1. Launch the Cisco AnyConnect Secure Mobility client installed on your computer.

Note: You must have installed the AnyConnect VPN client previously using the instructions above.

Step 2. Click the **Connect** button to establish a VPN connection.



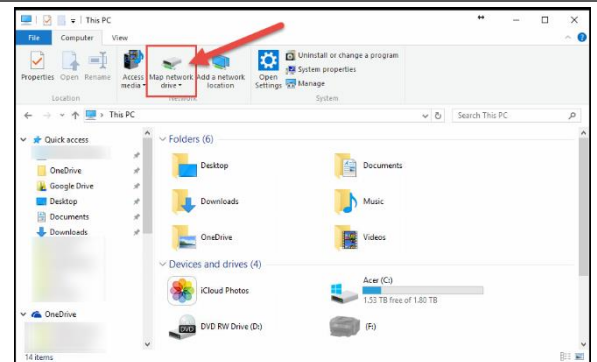
Step 3. Enter your Net-ID and password, then click the **OK** button.



Mapping the G Drive (Personal Folder)

Step 1. Open windows explorer (or any folder location) and select "This PC" from the menu on the left side of the page.

Step 2. Select the **Map Network Drive** button from the top menu.



Step 3. Select G: as your drive letter.

Step 4. In the folder location, type in the following path based off of the first letter in your Net-ID username.

- A-G (<\\netstorage.uww.edu\DATA1>)
- H-M (<\\netstorage.uww.edu\DATA2>)
- N-S (<\\netstorage.uww.edu\DATA3>)
- T-Z (<\\netstorage.uww.edu\DATA4>)

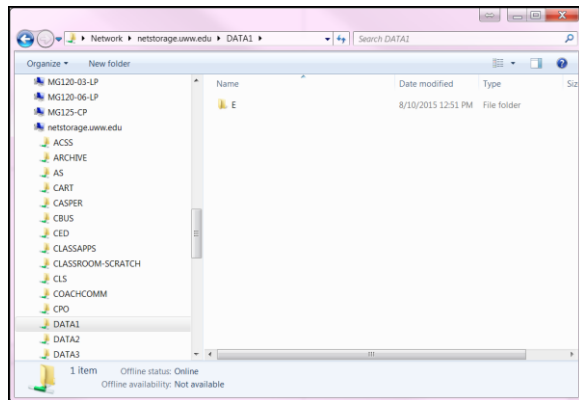
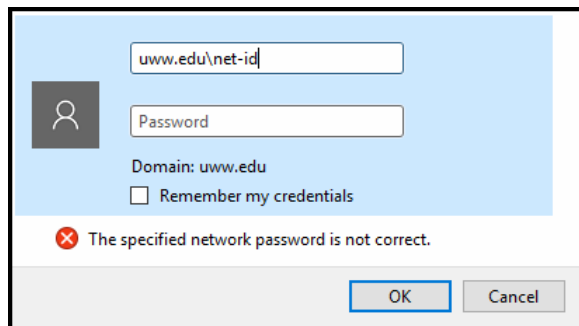
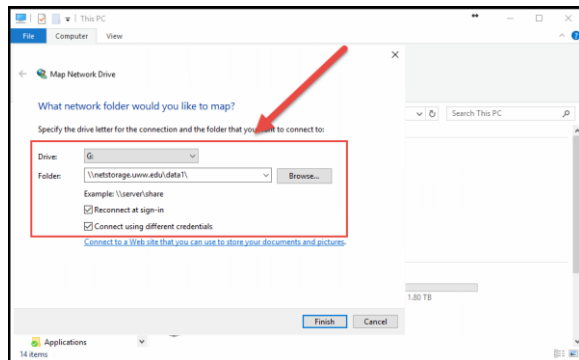
Step 5. Select “Reconnect at sign-in.”

Step 6. Select “Connect using different credentials.”

Step 7. If prompted for network credentials, enter uww.edu\
(Net-ID) and password, then click **OK**.

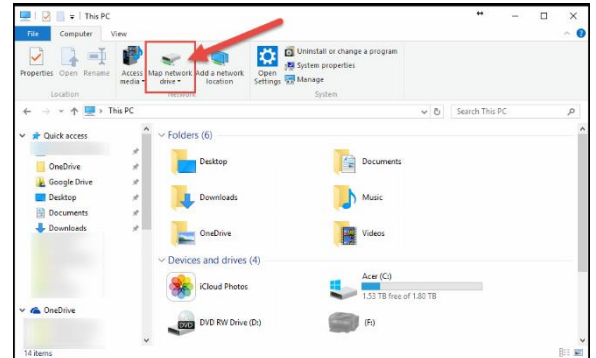
Step 8. Select the folder based off of the first letter in your Net-ID.

Step 9. Select the folder with your Net-ID name.

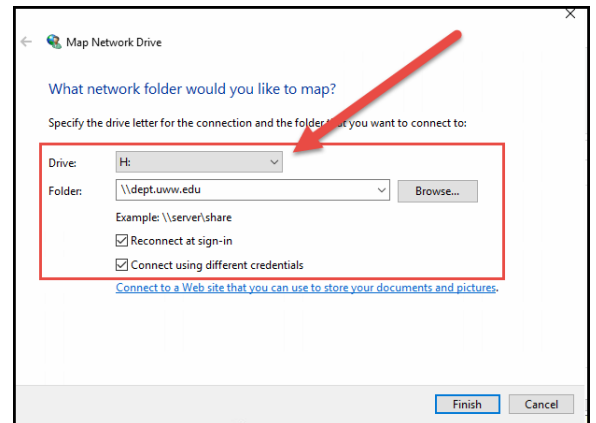


Mapping the H Drive (Department)

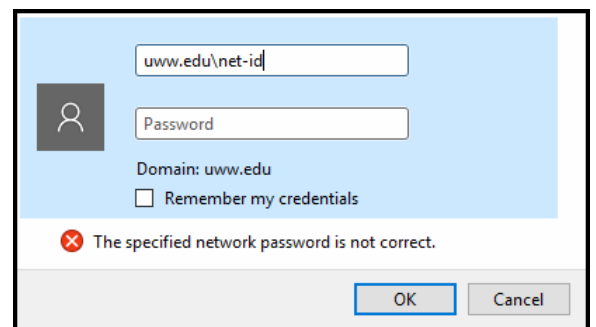
- Step 1.** Open windows explorer (or any folder location) and select “This PC” from the menu on the left side of the page.
- Step 2.** Select the **Map Network Drive** button from the top menu.



- Step 3.** Select H: as your drive letter.
- Step 4.** In the folder location, type in the following path name:
[\\dept.uww.edu](https://dept.uww.edu)
- Step 5.** Select “Reconnect at sign-in.”
- Step 6.** Select “Connect using different credentials.”

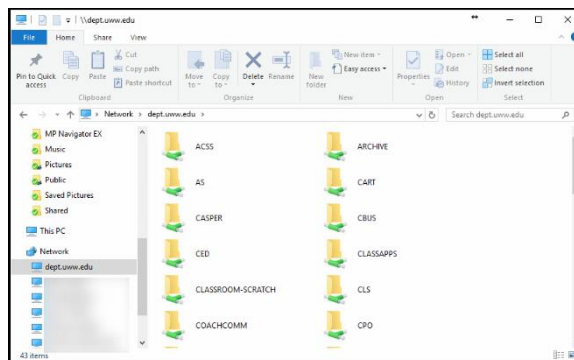


- Step 7.** If prompted for network credentials, enter `uww.edu\Net-ID` and password, then click **OK**.



Step 8. Select your college or department name from the folder list.

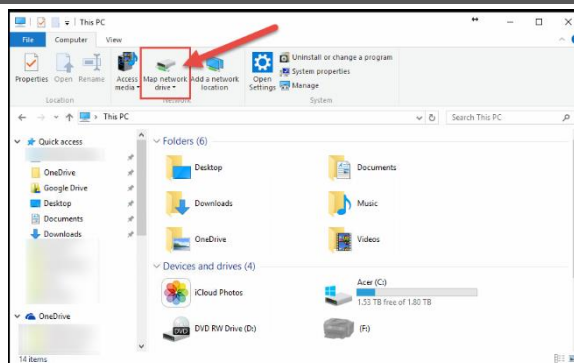
Step 9. Continue to navigate through folders until you find your department folder.



Mapping the T Drive (Shared Data)

Step 1. Open windows explorer (or any folder location) and select “This PC” from the menu on the left side of the page.

Step 2. Select the **Map Network Drive** button from the top menu.



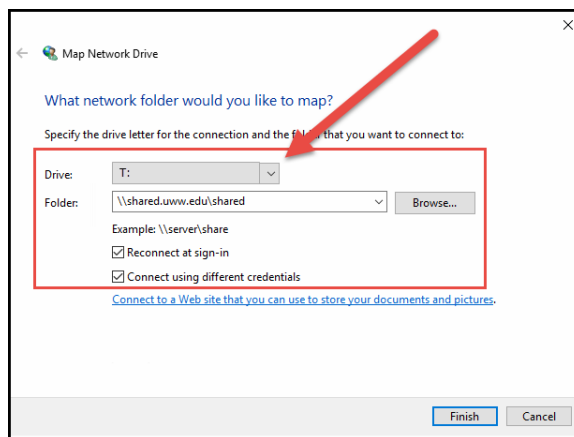
Step 3. Select T: as your drive letter.

Step 4. In the folder location, type in the following path name:

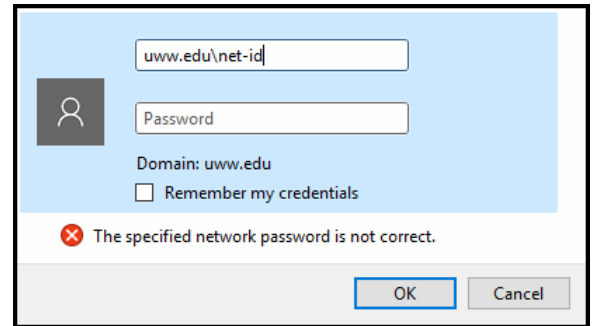
[\\shared.uww.edu\shared\](https://shared.uww.edu/shared)

Step 5. Select “Reconnect at sign-in.”

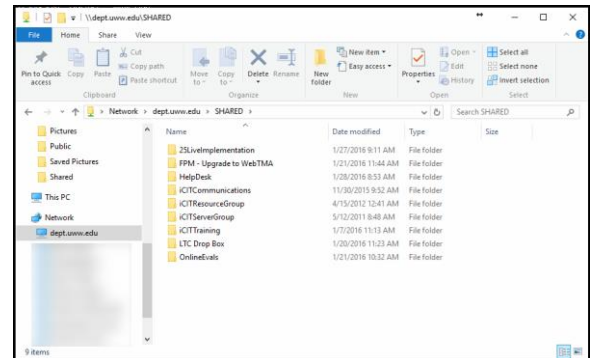
Step 6. Select “Connect using different credentials.”



Step 7. If prompted for network credentials, enter `uww.edu\
(Net-ID)` and password, then click **OK**.



Step 8. Navigate to the shared folder you are looking for.



Note: Make sure to disconnect from the VPN connection once you no longer need to connect to remote campus storage. You can disconnect by launching the Cisco AnyConnect Secure Mobility client software, then click the **Disconnect** button.

Need Additional Help?

Email helpdesk@uww.edu