Using VPN, then Getting Access to the W: Drive

This document describes the two-step process of:

1. Connecting to the UWEC campus from an off-campus computer using what's called a "VPN connection" (Virtual Private Network), then

2. Gaining access to the on-campus server referred to as the "W" drive (its name is actually "cass1.uwec.edu"). The "W" drive is where our course documents and folders are stored this semester.

Q: How do I establish a VPN (secure) network connection from off-campus to the UWEC on-campus network?

A: First you'll need to install a small Cisco VPN application from the UWEC website onto your computer. You'll only need to do that once. From then on, you'll use that Cisco VPN app to connect to the UWEC campus network.

The VPN software makes a secure (encrypted) link between your computer and the campus computer to prevent any possible security problems.

Mac users: Please follow this excellent VPN tutorial:

   http://rescom.uwec.edu/support/osx/vpn.php

Windows users: Please follow this excellent VPN tutorial:

   http://rescom.uwec.edu/support/win7/vpn.php

Q: Okay, that creates a secure connection to the UWEC campus network. But once that link is created, how do I then get to the "W" drive (cass1.uwec.edu) to access my course documents and folders?

A: Please follow the instructions below. There are separate instructions for Mac or Windows users.
Mac users (5 steps):

1. Activate the Finder by clicking on the Mac desktop background or else the leftmost icon down in the Dock at the bottom of the screen (the square smiley face icon).

   The menus at the top of the screen should now say:

   **Finder  File  Edit  View  Go  Window  Help**

2. Pull down the Go menu and choose the final menuitem, "Connect To Server…", or else type Command-K.

   A small window appears that has a blank at the top labeled "Server Address:"

3. In that "Server Address" field, type the long path below, substituting your email name for EMAILNAME.

   It doesn't matter whether you use uppercase or lowercase letters as you type it. But you DO need to spell everything correctly, and be sure to type exactly ONE space between the letters "c" and s" in the part that follows DeptDir:

   ```smb://EMAILNAME@cass1.uwec.edu/DeptDir/c s/ Tan/2011Fall/CS163```

   For example, my email name is TANAG, so I would enter:

   ```smb://TANAG@cass1.uwec.edu/DeptDir/c s/Tan/2011Fall/CS163```

   Luckily the Mac will remember all that, so the next time you can just click the Connect button instead of typing all that again.

4. Click the Connect button.

   If you typed that correctly, after a few seconds a blue hard-drive icon will appear on the left side of your Mac desktop labeled CS163. Double-click that icon and use the folders and documents inside just as though it were a physical hard drive connected to your Mac.

5. When you're finished with your course folder, you can get rid of that CS163 icon and disconnect your VPN connection with UWEC all at once by clicking the green-discs-and-a-gold-padlock icon up in the Mac's menubar (the Cisco VPN icon) and choosing Disconnect.

   To connect again later, click that menubar VPN icon again and choose Connect. The Cisco VPN window will appear again just like before. Log in again as described above to get reconnected.
Windows users (10 steps):

1. In the bottom left corner of your screen, in the taskbar, click the Start button, then click Computer.

   A page of devices connected to the computer is displayed.

2. Under "Network Location", if you already have an entry that says:

   \texttt{deptdir (cass1.uwec.edu) (W:)}

   and the hard drive icon to the left of its blue progress bar does NOT have a big red "X" on it, then you're done; you're already connected to the W: drive. Just double-click the W: drive icon to open it and use it. Otherwise proceed to the next step.

3. In the menubar near the top of the Computer window, click "Map Network Drive" in order to establish a connection between the Windows 7 drive letter "W:" drive letter and the UWEC server named "cass1.uwec.edu", which is the on-campus server that everyone refers to colloquially as the "W" drive.

   A new window appears asking "What drive letter would you like to map?".

4. Click on whatever drive letter is currently displayed and choose "W:"

5. In the blank next to "Folder:", enter the full name of the cass1 server, plus the name of its main subfolder, "DeptDir", like this:

   \texttt{cass1.uwec.edu\DeptDir}

6. Put a checkmark next to "Connect using different credentials", so that you can use your own email name and password to identify yourself.

7. Click \textbf{Finish}. (Even though you're not really finished yet.)

   A login window appears. The top line of it should say:

   \texttt{UWEC\emailname}

   ...where "emailname" is your UWEC email name. (Mine is TANAG, for example.)

8. In the Password blank, enter your UWEC password (the same password that you use to log into email at UWEC), then click OK.
A window briefly appears that says "Attempting to connect...". That window should quickly disappear, then in a few seconds you should see a new hard drive icon in the Windows 7 "Computer" window, under the heading "Network Drives", that says:

\texttt{deptdir (cass1.uwec.edu) (W:)}

If instead another login window appears, the W: drive didn't get connected. Try re-entering your password again and clicking OK. If you still get another login window, click Cancel, go back to step 4 above, and check your spelling of the name of the cass1 server, including punctuation. Retype it just to make sure.

If everything is spelled correctly (and you've already used the Cisco VPN program to make a VPN connection to UWEC, so your VPN connection is active), then the W: drive should successfully appear under "Network Drives". If not, try restarting Windows, then follow these instructions very carefully again. If all else fails, call the campus LTS help desk number to get phone support.

9. Assuming the W: drive now appears under "Network Drives", double-click its icon there to get access to the course documents and folders. To get to the CS163 folder, you'll need to open this series of folders on the W: drive:

\texttt{\textbackslash cs\textbackslash Tan\textbackslash 2011Fall\textbackslash CS163}

10. When you're finished using your course folder, you can disconnect completely from the W: drive and also disconnect your VPN connection to the UWEC network all at once by doing this:

a. Click the green-discs-and-a-gold-padlock icon (the Cisco VPN app icon) down in the Windows taskbar.

The Cisco VPN window appears, but the Statistics tab is probably active, showing you the connection statistics instead of how to disconnect.

b. Near the top of the Cisco window, click the \textbf{Connection} tab to make it active, then click \textbf{Disconnect}. 