How to access your UBC IT Central SharedData (G) drive remotely from a PC

1. Connect to UBC using the Cisco AnyConnect VPN client. Here is a link to the UBC IT setup of the AnyConnect client if you don't have it installed already. Be careful to choose the VPN client which matches your particular operating system, e.g. Win7, 8 or 10.
   a. https://it.ubc.ca/services/email-voice-internet/myvpn/setup-documents.
   b. NOTE1: use **myvpn.ubc.ca** as the server to which to connect.
   c. NOTE2: if you are having trouble connecting, use **myvpn2.ubc.ca** as the server to which to connect.
   d. NOTE3: use your CWL to log into the Cisco AnyConnect client.
2. **If your computer/laptop is a UBC computer that Bernie has already set up to connect to Central IT** (i.e. you use your CWL to log into the computer/laptop), then you may have a "SharedData" G drive icon on your desktop which you can double-click to connect to the Law G drive. *You are done!* If you don't have the drive icon on your desktop, continue with these instructions.
3. **Win7:** open Windows Explorer or double-click on the Computer icon on your desktop. **Win 8 or 10:** open File Explorer as in Win 8 or 10 there may be no Computer icon on the desktop.
4. In the left window, find the "Computer" (**Win7**) or "This PC" (**Win8 or 10**) and highlight it.
5. **Win7:** on the horizontal menu bar near the top of the window, click on the "Map network drive" menu item. **Win8 or 10:** click on the "Computer" tab and then select "Map network drive" from the toolbar ribbon that pops down.
6. For "Drive", select "G:"
7. For "Folder", type in: \\files.ubc.ca\team\law\shareddata.
8. **If your computer/laptop is a UBC computer that Bernie has already set up to connect to Central IT** (i.e. you use your CWL to log into the computer/laptop), then click "Finish" and after a few moments your G: drive should show up. *You are done!*
9. **If your computer/laptop has not been set up to connect to Central IT** (i.e. it is your home computer or a work laptop you bought yourself and was never set up with your CWL as your login), then proceed with the next step.
10. If you wish Windows to remember your Drive Mapping, check the "Reconnect at logon" box. This will cause Windows to remember the Drive Mapping for the next time you log into your computer, but you will probably still have to enter your CWL password when you try to click on the G: drive the next time you log into your computer.
11. Check the box which says "Connect using different credentials".
12. Click "Finish" to continue.
13. In the login box window that pops up, enter "ead\CWL" (without the quotes) where CWL is your CWL login name, then enter your CWL password, then click OK and a window should pop up showing your G: drive and its contents.
    a. ** IMPORTANT **: **if it seems like your CWL password is being rejected** (i.e. the login box keeps popping up and perhaps your CWL login name has something like "LAW-CDW-R438" in front of it), then on the login box window you should be able to see and click on the words that say "**Use another account**" or "**More Options**". Then enter your CWL login name as "ead\CWL" (without the quotes) and your CWL password.
14. **NOTE1:** if you select the "Reconnect at logon" box, the next time you log into your computer, you will probably see a bubble message near the lower right corner of your desktop which will say "Could not reconnect all network drives" and in Windows/File

Explorer you will see a red X on your G: drive. To access the drive again, connect to UBC using the VPN client, click on the G: drive and enter your CWL password (Windows should remember and show your CWL login name as "ead\CWL").

15. **NOTE2:** opening/saving a file can be slowish depending upon the speed of your home Internet connection. Please be patient.