

## How to access your UBC IT Central SharedData (W) drive remotely from a Mac

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.
  - 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: use your CWL to log into the AnyConnect client.
2. Run the Mac Finder.
3. On the Finder menu click "Go" and select "Connect to Server".
4. In the "Server Address" box, type (without the quotes):  
"smb://files.ubc.ca/team/law/users/CWL" where CWL is your CWL login name.
5. Click the + sign just to the right to save this as a Favorite for future use.
6. Click on the "Connect" button. If you have already saved your CWL login and password in the Mac keychain or have already connected to your Home drive then you should get connected to the Workfiles W drive without the prompt to login in steps 7-11 below.
7. If you get the login prompt, under "Connect as:", select "Registered User".
8. Under "Name", type in your CWL login name.
9. Under "Password", enter your CWL password.
10. If you wish, check the "Remember this password in my keychain".
11. Click on the "Connect" button.
12. A Finder window should pop and show you the Central IT Workfiles W drive files.
  - a. **SPECIAL NOTE:** If you cannot connect, and you are sure that your CWL password is correct, then please add "ead\" before your CWL login name and try again, i.e. use **ead\CWL** (where CWL is your CWL login name).
13. **NOTE1:** your access to the Central IT Workfiles W drive will be on the left side of the Finder under the heading "SHARED" and it is the server called [files.ubc.ca](https://files.ubc.ca).
14. **NOTE2:** you can create a shortcut to the Central IT Workfiles W drive in the Finder as follows:
  - a. With a Finder window open and selected, go to the menu "Finder" and select "Preferences".
  - b. Under the "General" tab, check the "Connected Servers" box. You should now see a folder on your Mac desktop with an image of 3 people holding hands on the icon and it should be labelled "CWL" where CWL is your CWL login name.
  - c. Drag this icon to the Finder's left side to just under the "All My Files" Favorite. You should see a line appear under the "All My Files". When you release the mouse, a shortcut to the Central IT Workfiles W drive will be created with the name "CWL" (where CWL is your CWL login name) where the line showed up under the "All My Files" Favorite.
15. **NOTE3:** opening/saving a file can be slowish depending upon the speed of your home Internet connection. Please be patient.

