How to access your UBC IT Central Workfiles (W) 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.
    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. **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 W drive icon (based on your CWL name) on your desktop which you can double-click to connect to your W drive. *You are done!* If you don't have the drive icon on your desktop, continue with these instructions.
3. Open File Explorer as there may be no "This PC" icon on the desktop.
4. In the left window, find the "This PC" and highlight it.
5. **Win8 or 10:** right-click on "This PC" and then select "Map network drive" from the menu. **Win11:** right-click on "This PC", select "Show more options" and then select "Map network drive" from the menu.
6. For "Drive", select "W:"
7. For "Folder", type in: \\files.ubc.ca\team\law\users\CWL **where CWL is your CWL login name**.
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 Workfiles (W:) 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 W: 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 W: 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 Windows desktop which will say "Could not reconnect all network drives" and in File Explorer you will see a red X on your W: drive. To access the drive again, connect to UBC using the VPN client, click on the W: 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.