INSTRUCTIONS FOR ACCESSING NETWORK FILES (THE O-DRIVE) FROM OFF-CAMPUS USING THE VIRTUAL PRIVATE NETWORK (VPN)

- We access files through a virtual private network (VPN SonicWALL) at this address: https://vpn.asc.ohio-state.edu. On that page, you will be met with a log-in screen. You should use your OSUName.# (with the period separating the name from the number) and your ASC password (not your University [OIT] password). Some people have had to reset their ASC password to make this work the first time they try to access the VPN. If you need to reset your password, go here: http://asctech.osu.edu/help/password-reset.
- After you log in, you will get to a page that has a link to a utility called "File Shares" and a list of bookmarks on it.
  - If you are downloading (or uploading) just a file or two, you can use the bookmarks to navigate to the folder you want:
    - \\private.asc.ohio-state.edu\Units will take you to your personal folder on the server. However, to get to it, you have to navigate to 'Department of Philosophy' (NOT 'Philosophy', which is an empty folder). After you select 'Department of Philosophy' you should be presented with your folder. If you are not, please contact Debbie to let her know that your folder is not appearing there.
    - \\shared.asc.ohio-state.edu\Units will take you to the Philosophy folder (the "O drive"). There you should see the folders to which you have access. Everyone should have access to Department Resources, for example. If you do not have access to the folders you are supposed to have access to, or if you see folders that you are not supposed to have access to, please contact Debbie.
  - If you are planning to download (or upload) multiple files, it's better to select "File Shares". This will open a window that gives you a split screen, similar to many FTP programs, displaying your local files/folders on the left and the network files on the right. To get to the network files, click on the Bookmark link on the menu bar on the right, just below the words "Remote Network". You find the above two bookmarks. You can then navigate to the folders you want and copy files from the network to your local machine (or vice versa) simply by dragging them from one pane to the other.