

Accessing Your Network Folder Off Campus: Using the Simmons VPN

What Is It?

VPN is short for *virtual private network*. Essentially, it is a means of making a secure connection to a network when your location is remote and you must use the public internet. Simmons uses VPN to allow you to access your network folder (known as the Y:drive on campus) from home.

How Do I Get To My Files?

- In order to access your network folder from off-campus, please visit <http://remote.simmons.edu>
- Log in using your Simmons network username and password – the ones you use to log into a computer on the Simmons campus.



- After you log in, you will see the screen below. To get directly to your network folder, type: [\\mcbfs1\student\username](#) in the network path line (where “username” is your Simmons network username) and then hit the Go button.

remote.simmons.edu

help

If the Floating Toolbar does not open, click here to open it.

Websites

Enter Web Address (URL) Go

Browse Network

MCBFS1

Enter Network Path Go

For example: \\server\share

- You will now see all of your network folders and files, arranged in the order you set them up originally on campus.

remote.simmons.edu

help

Browse Network

Enter Network Path

For example: \\server\share

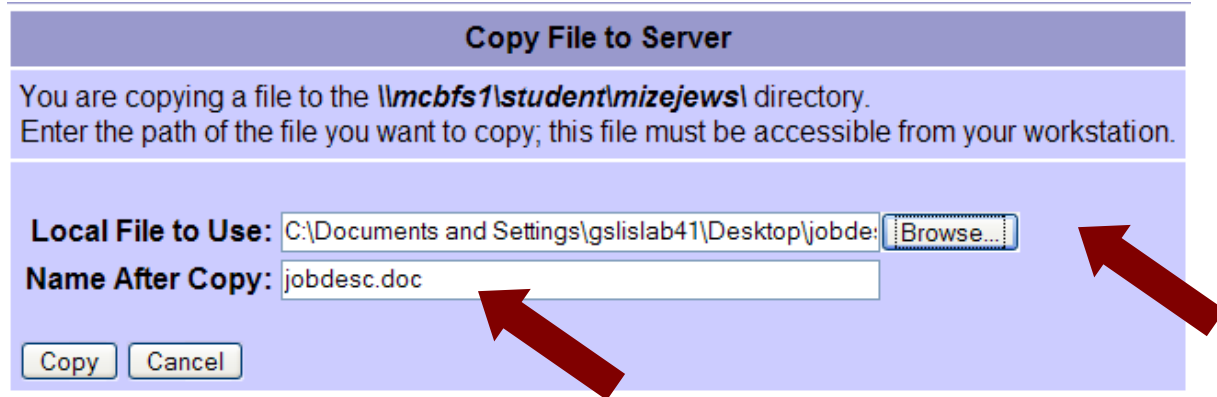
To view a file or save it locally, click the filename.

Up Folder Copy File to Server New Folder Delete Rename

Click to change path: \\mcbfs1\student\mizejews\

	Name	Size
<input type="checkbox"/>	4up_handouts	
<input type="checkbox"/>	Access workshop	
<input type="checkbox"/>	bday scans	
<input type="checkbox"/>	BUST	

- You can double-click on any of the names to open the folder or file. When clicking on files, you will be prompted to download or open them on your local computer to work on or read. **Don't forget to put the newest version back on the server when you're done!**
- If you want to copy files from your local computer to your network folder, click the **Copy File to Server** button. Once selected, you will see a screen that looks like this:



- Click on the **Browse** button and select the file that you wish to move to your network folder, after clicking **Open**, it will put the document path in the **Local File to Use** line and the file name in the **Name After Copy** line.
- Click **Copy** and you will be taken back to the listing of what is in your network folder and the new file should be added to it.
- If there is a file that you want to delete, click on the checkbox to the left of the file so that it is selected, then hit the **Delete** button at the top of the screen. It will ask if you are sure that you want to delete the item, click **Yes** and the file will be deleted immediately. Due to technical complications, when you are pasting into this document highlight “Place Text here” and paste text there. If this is not done, the header on page 1 will dissappear.

Here is the Tech Lab handout template. **Please use Scalia Font siz 12.**

Be aware that the picture in the header on the first page is different then the picture on subsiquent pages.