

Accessing your SMPH Network Drives when you are away from the office from a PC (SMPH STAFF)

ON EITHER A PC OR A MAC, YOU MUST FIRST BE CONNECTED TO THE UNIVERSITY GLOBAL PROTECT VPN SERVICE: (Unless you are on a Campus Network)

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Please see this document for more information, if you do not have the VPN software or need assistance connecting:

- WiscVPN GlobalProtect VPN
<https://kb.wisc.edu/helpdesk/90370>

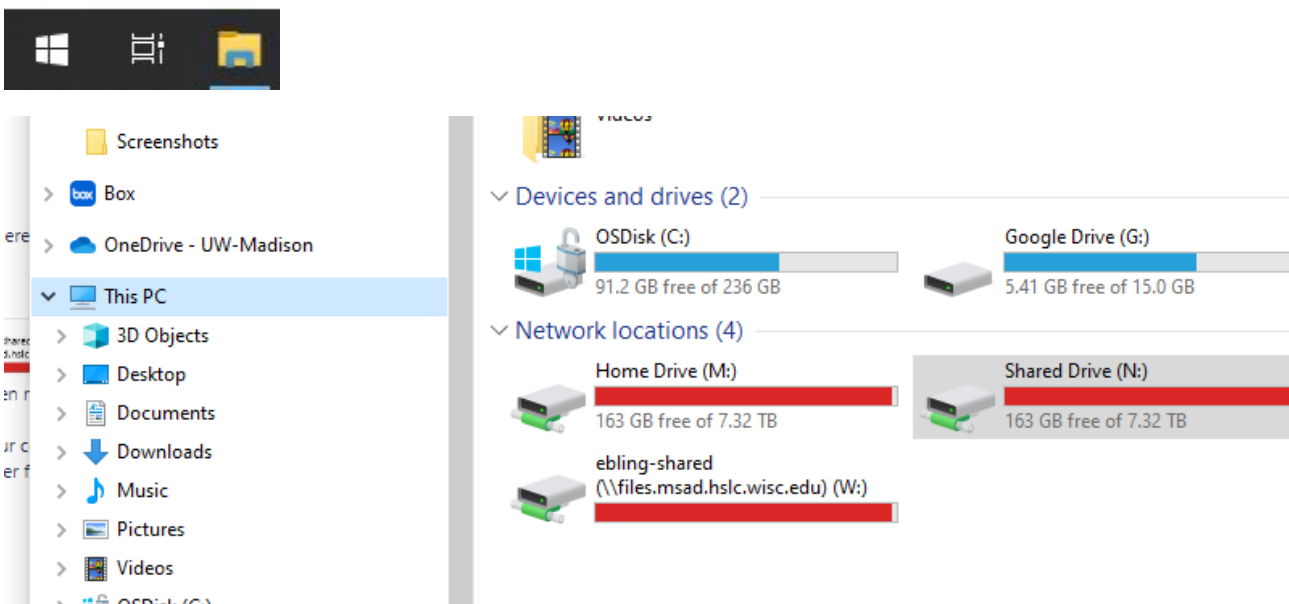
Connecting to your network drives

Home (M:) - (Your personal work-data storage, only visible to you)

Shared (N:) - (Departmental shared storage, visible by all)

From a PC:

- Go into your yellow file explorer folder. On the left side there is a column of folders and drives, press on the one that says "This PC". Now look to the right, and you should have a section specifically titled "Network Locations". Underneath this section you should have your Home and Lab drives. If you cannot find this, you can also go into your Windows Start Menu > type "This PC" and press enter.



- If you do not see the drives, please **RESTART** the PC, then reconnect to the UW GlobalProtect VPN, and finally double-click the lab 1549pxdrives script file again and sign in. Often, the first time you run the script it will not work, but subsequent attempts will, following a restart.
- The drives are designed to disappear when you log off your computer, restart, fall asleep, or power off. You will need to again reconnect to the UW GlobalProtect VPN and run the script file. If your computer stays on during the day as you work though, the drives will be there and you can save to them like you would a normal folder on your computer. You can drag and drop files to them as well, again like a normal computer folder.