

Remote Access to Network Files (Windows XP Only)

The following instructions provide you with a way to access your Wagner files that are stored on the network from off-campus (i.e. your personal and department drives). If you use a computer at home or a Wagner laptop, you may wish to set this up on that machine.

Instructions

- 1) Double click on **My Computer**
- 2) Click on **My Network Places** (menu on left)
- 3) Click **Add Network Place**
- 4) The Add Network Place Wizard will start. Click **Next**.
- 5) Click **Choose Another Location**. Click **Next**.
- 6) In the internet or network address box, type:
<https://storage.wagner.edu/oneNet/NetStorage>
- 7) Click **Next**.
- 8) You will see a security warning about the site certificate. Click **Yes**.
- 9) You will be prompted for a username and password. This will be the same username and password you use in your office, the Spiro Lab or in the Library when logging onto a computer (e.g., .firstname_lastname.staff or faculty). After entering the username and password, press **Enter**.
- 10) You are now being prompted to name this new connection. You may name it anything you wish (e.g., Wagner folders, Wagner access). Click **Next**.
- 11) Click **Finish**.

Your network drive may open automatically or you may need to return to My Network Places and double click on the icon for this new connection (this icon has the name you selected in Step 10). Either way, once open you will see all of your network folders.

- 12) **Right click** on the folder labeled Home@Wagner (this is your P drive) and **create a shortcut** on your desktop. In the future, you will be able to access your P-drive simply by double-clicking this shortcut and entering your network log-in and password. Anytime you see a security warning about the site certificate, click yes.
- 13) If you have departmental or other folders, create a desktop shortcut for each of them as well and you are all set.