Accessing Network Drives from Home

These instructions are designed to help you connect to your Home drive and network folders from off campus. Access to GW network folders is limited to on campus or VPN access. These instructions consist of 3 major steps:

1. Download and Install GWU VPN Client
2. Map a drive letter in Windows XP
3. Map a drive letter in Windows 7
4. Map a drive in Mac OS X

Download and install the GW VPN Client

1. Go to https://www.gwu.edu/~virtual/downloads/
2. Enter your NetID and password and click the **Login** button.

3. Scroll down to the section titled **Cisco VPN (Wireless and Off-Campus access)**
4. Click the download link for the Cisco VPN client that matches your operating system, (Mac, 32-bit Windows, or 64-bit Windows).
5. Open the downloaded file and wait for the the installer to complete.
6. Open **Cisco Systems VPN Client** from your Start Menu Programs.
7. Select **GW Remote Access VPN** on the PC or **gwvpn** on a Mac and click the **Connect** button at the top.
8. Enter your **NetID** and **password** when prompted.

PC Version
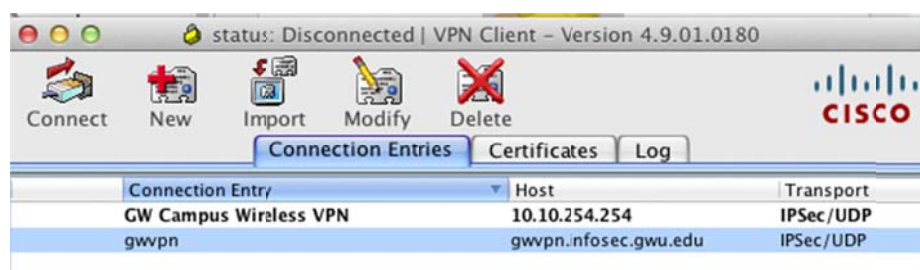
Mac Version

You are now connected to the GW network.

Map a drive letter in Windows XP

After you connect using the VPN instructions, you can access the network folders from your computer. Once the drives have been mapped and the shortcuts created. You will only have to connect to the VPN then double click on the shortcuts, and enter your NetID and password.

Connect to your Home Drive:

1. Open **Windows Explorer**
2. From the menu at the top click **Tools and** select **Map Network Drive.**
3. Choose a letter from the **Drive** drop-down.
4. Next to **Folder** type, remember to replace "Your_NetID" with your actual netid:
   \\dit-fssphhsfbp1.ead.gwu.edu\HOME\Your_NetID
5. Click the **Finish** button and wait a few minutes for the drive letter to connect.
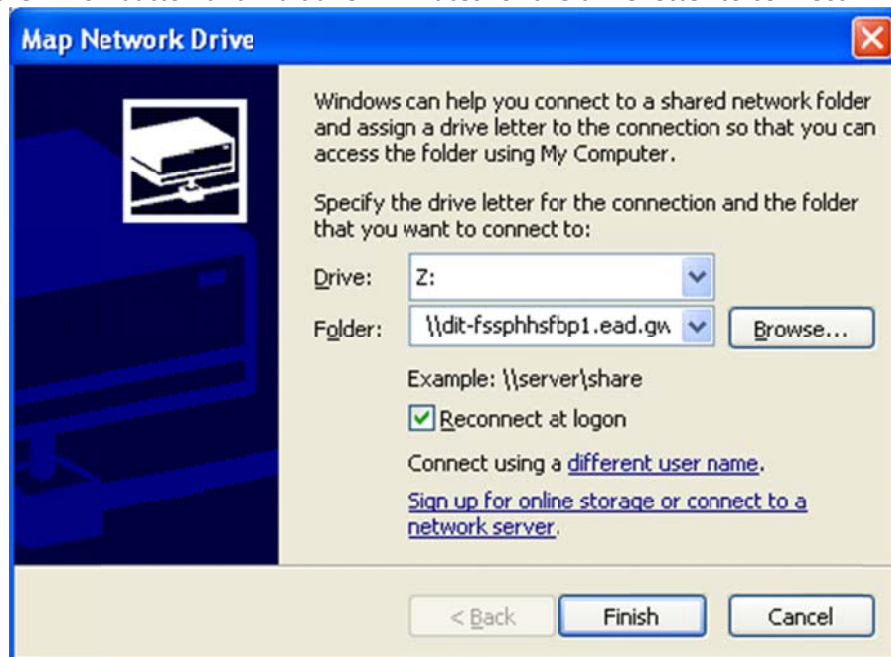
6. A login prompt will appear. In the **User Name** box type **EAD\Your_NetID**, type your NetID Password in the **Password** field.
7. Drag the drive letter you just created from Windows Explorer to your Desktop to create a shortcut to your home drive.

Connect to Your Group Drives

You will need to know folder name where your Group Drive lives.
Follow the instructions above. In step 4 type:
\\ dit-fssphhsfbp1.ead.gwu.edu \GROUP\Folder Name
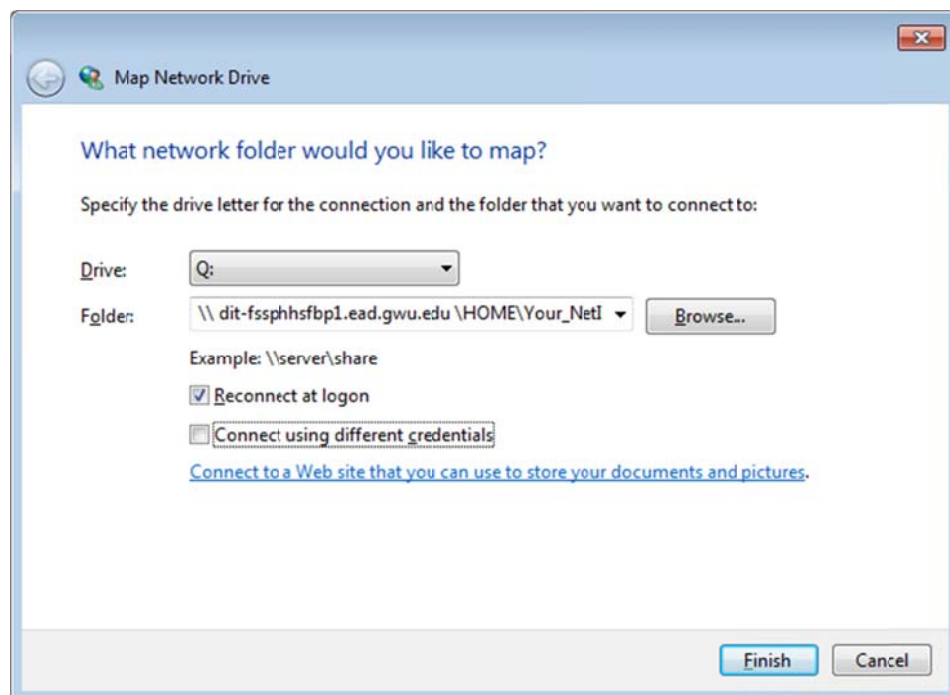
Map a drive letter to in Windows 7

After you connect using the VPN instructions, you can access the network folders from your computer. Once the drives have been mapped and the shortcuts created. You will only have to connect to the VPN then double click on the shortcuts, and enter your NetID and password.

Connect to your Home Drive:
1. Open **Windows Explorer**
2. From the menu at the top click **Map network drive.**
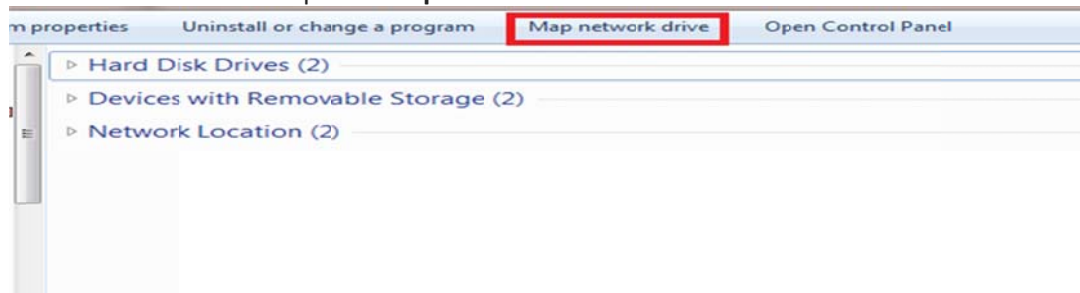
3. Choose a letter from the **Drive** drop-down.
4. Next to **Folder** type, remember to replace "Your_NetID" with your actual netid:
   \\ dit-fssphhsfbp1.ead.gwu.edu \HOME\Your_NetID
5. Click the **Finish** button and wait a few minutes for the drive letter to connect.

8. A login prompt will appear. In the **User Name** box type **EAD\Your_NetID**, type your NetID Password in the **Password** field.

9. Drag the drive letter you just created from Windows Explorer to your Desktop to create a shortcut to your home drive.

Connect to Your Group Drives

You will need to know folder name where your Group Drive lives.

Follow the instructions above. In step 4 type, remember to replace "Folder Name" with the name of the shared folder you would like to access:
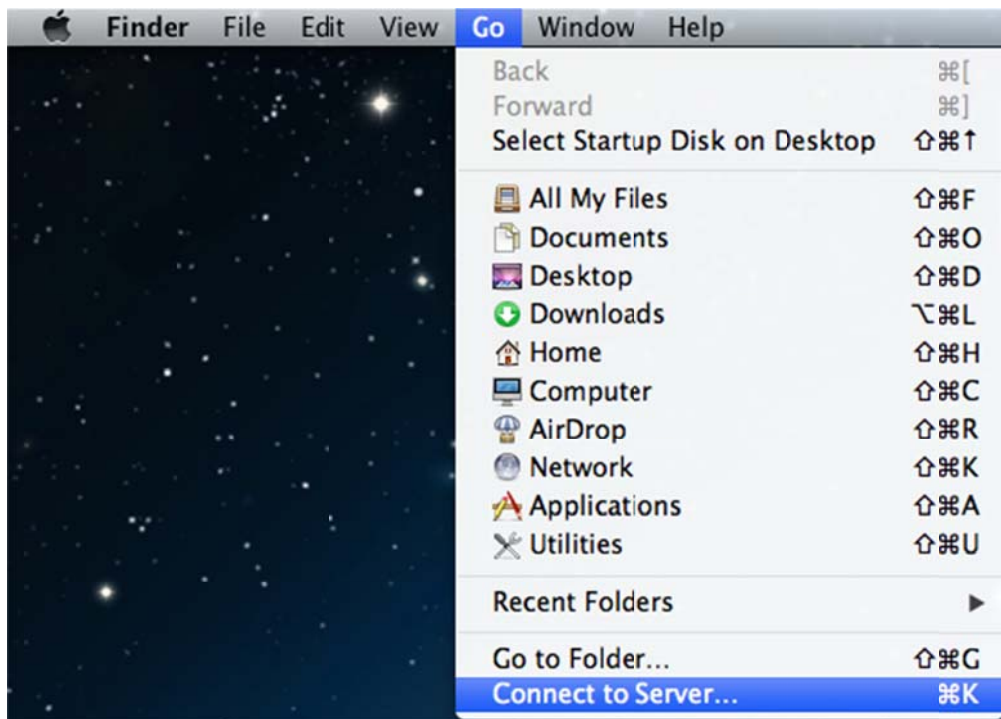
**\\ dit-fssphhsfbp1.ead.gwu.edu \GROUP\Folder Name**

Map a drive in Mac OS X

After you connect using the VPN instructions, you can access the network folders from your computer.
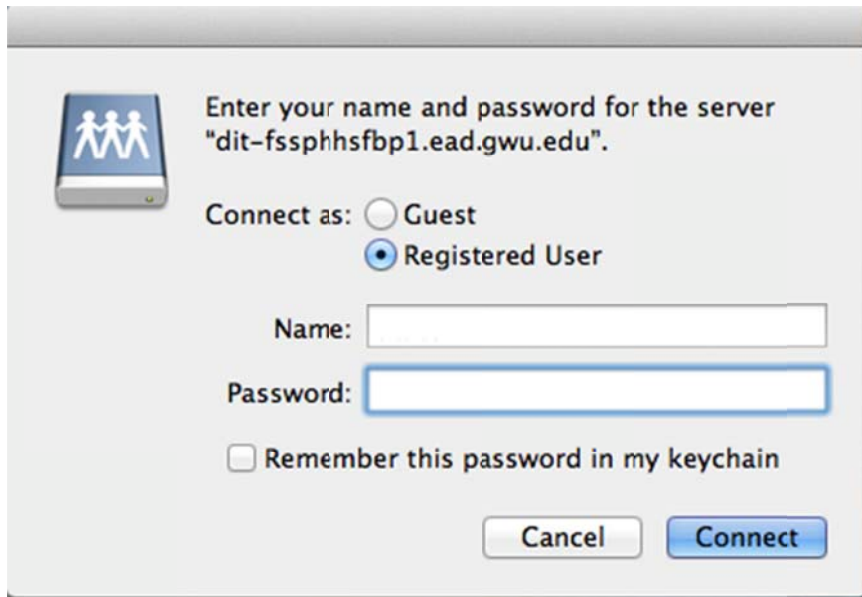
Connect to your Home Drive:

1. On your desktop, from the menu at the top click on **Go** then click on **Connect to Server**

2. In the Connect to Server window that appears, in the text box below **Server Address** enter: **smb://dit-fssphhsfbp1.ead.gwu.edu/HOME/** then click the **Connect** button.
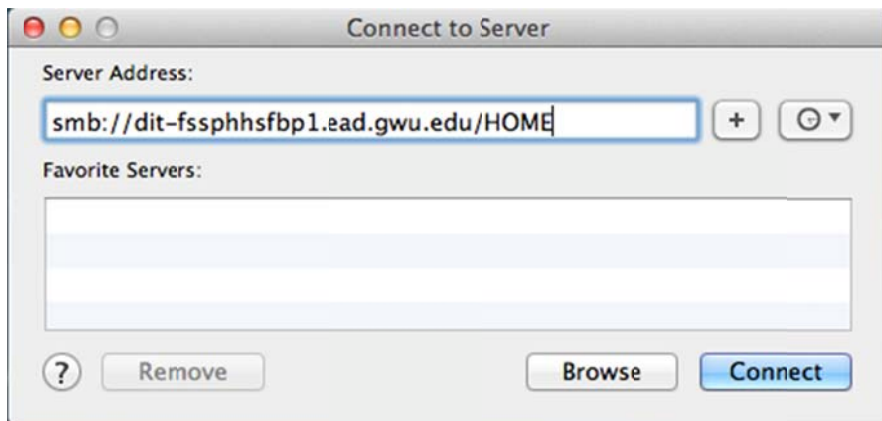
3. You will be prompted to enter your password. Make sure **Registered User** is checked and for the **Name** enter your NetID and for the password enter your NetID password. Then click the **Connect** button.

Connect to Your Group Drives
Follow the instructions above. In step 2, enter this in the text box below the **Server Address**:
smb://dit-fssphhsfbp1.ead.gwu.edu/GROUP/