

Mapping your N: drive to your PC using the VPN

It is possible to access from home files that you have previously stored on your N: drive while working within the College. In order to do this, you must map a network drive to the College servers after you have connected using the VPN.

This document will guide you through the process of mapping the drive from a computer running Windows Vista.

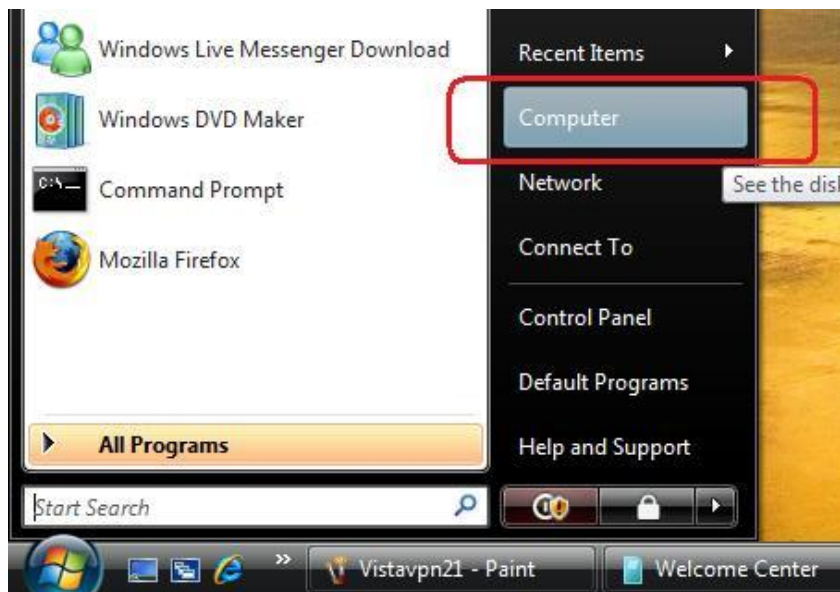
Before you can begin, you need to know where your N: is located. All users of ITS services have an N: drive in the following location:

Filer1.birkbeck.ac.uk\<USERNAME> where "<USERNAME>" is your own username, for example Filer1.birkbeck.ac.uk\LSMIT321

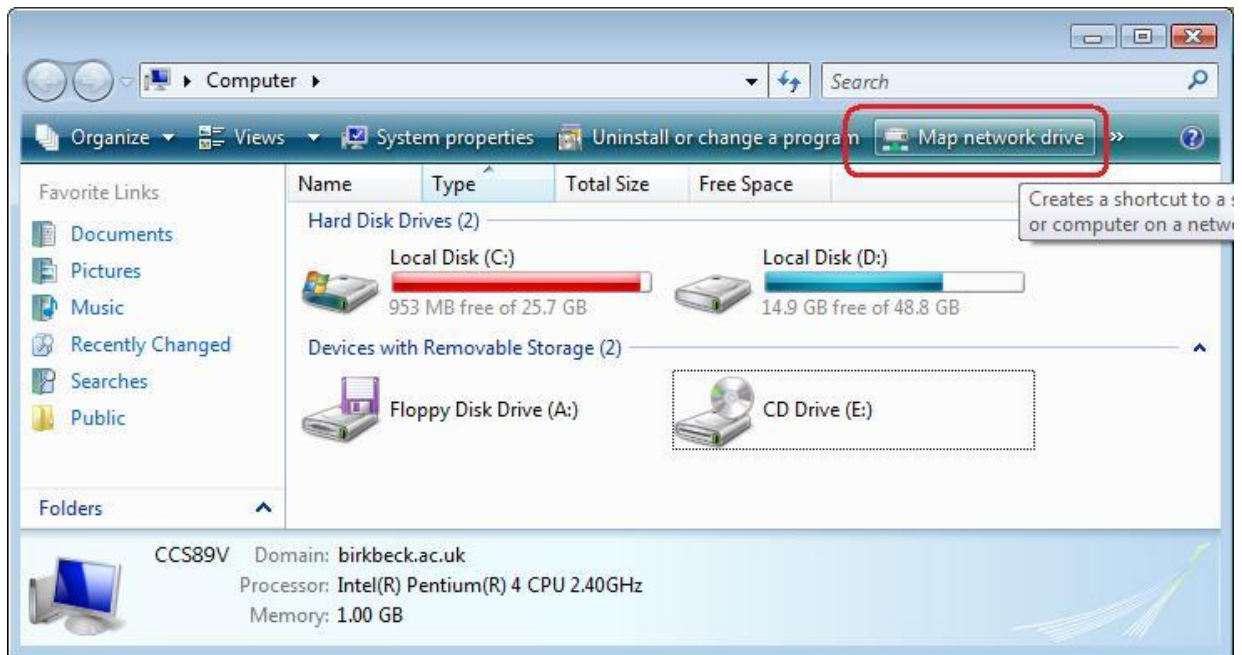
However, in some circumstances, using the server name 'Filer1.birkbeck.ac.uk' does not work, so use the server's IP address. The location of your N: drive would be 193.61.16.201\<USERNAME>

Making the connection

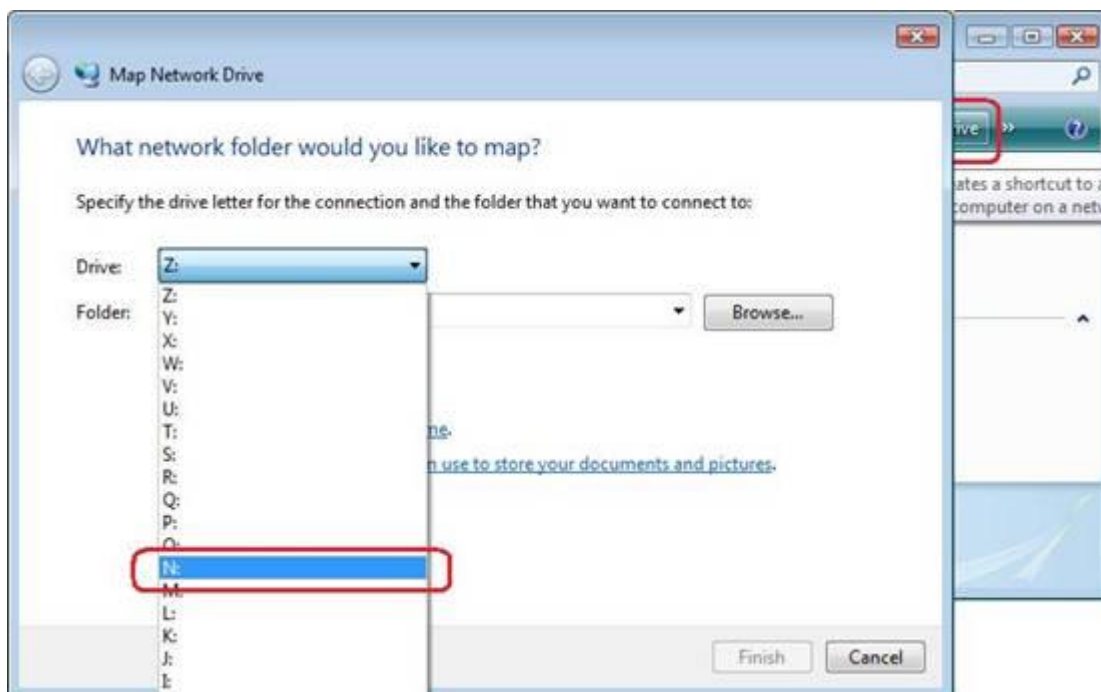
Click on the Start menu and click on '*Computer*':



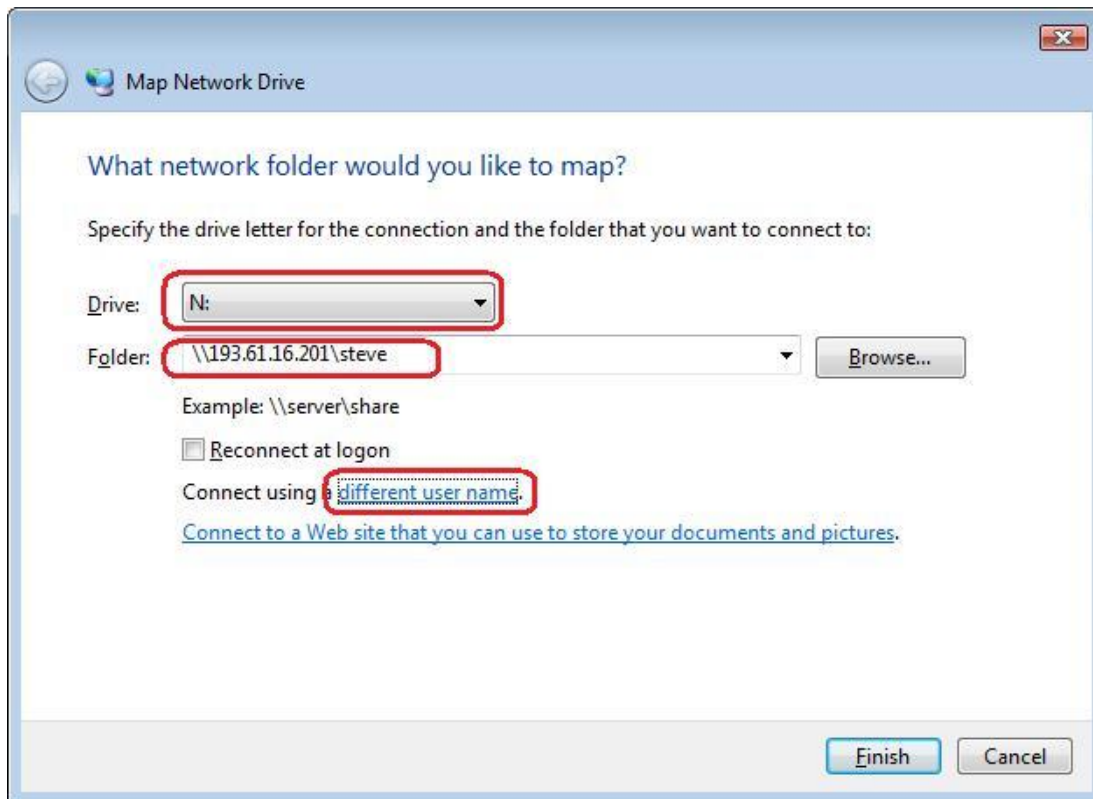
Then click on '*Map network drive*'.



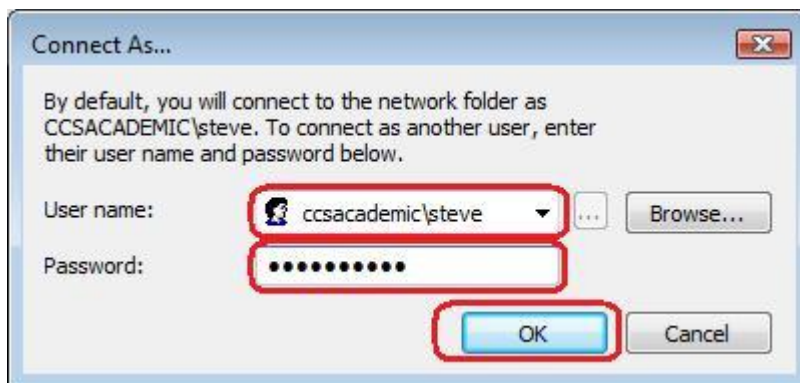
Then select the drive letter **N:**



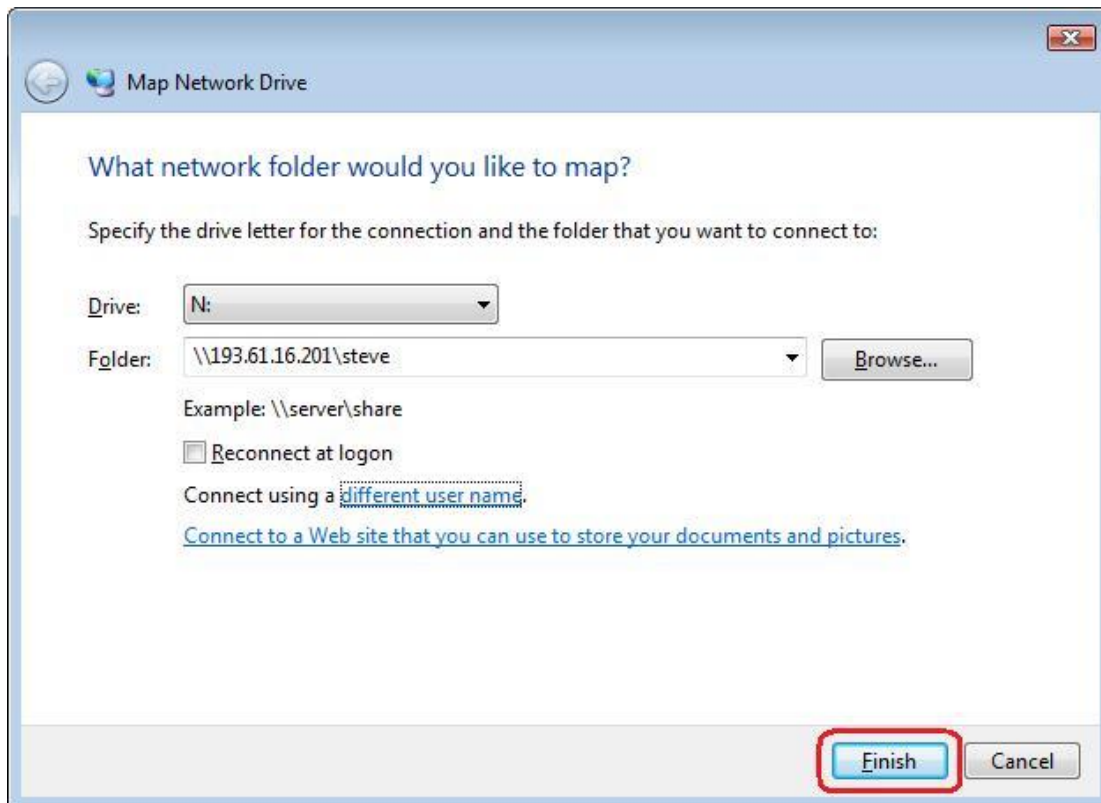
Set the folder path to your **home folder** (as discussed above), check the box 'Reconnect at Logon' if you want the mapping to remain for future use, and then click on '***different username***'.



When the box appears, type CCSACADEMIC\"your ITS username" (eg CCSACADEMIC\ubaaop1) and then your CCS password, then click **OK**:



Then click **Finish**:



When this has completed, your N: should open in a new window. Your files will usually be stored in the 'My Documents' folder therein. You will also see your new network drive N: in the computer window.

