Connecting to your YSU Network Drive from off-campus

Windows XP or later

**Required Items:** Windows XP or later, Intel Mac, YSU directory account

This guide will assist you with connecting a computer running Windows to your YSU network drive space on tank.ysu.local (known on campus as the “Y drive”) from off-campus. The setup instructions will be set up in steps. Please be sure to complete all of the instructions in each step before moving on to the next. This guide relies on knowing which version of the Windows operating system you have so it is important to follow the steps to determine the version of your operating system.

**Note:** For further reference, additional YSU Network Drive information is available on the Tech Desk website under “Self-Help Documents”.

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**Step 1: Determine your version of Windows**

While any PC manufactured after 2002 should have Windows XP or later, you can use the `msinfo32` utility to check if you are unsure.

Click the **Start** button and either go to **Run…** or the search area and type `msinfo32` (if you instead have a tiled start screen, you have **Windows 8** and can move to the next step). Click **Go** or click on the program listing itself.

If the Windows version contains **XP**, **Vista**, **7**, or **8**, you can use these installation instructions on your PC.
Step 2: Determine if you already have the Cisco AnyConnect Secure Mobility Client application installed

The Cisco AnyConnect Secure Mobility Client will be needed to establish the required VPN connection and may already be on your machine. It can be located under Start -> All Programs or searched for by name with Windows search.

If the application is installed, move to Step 3. If it is not installed, please refer to the Installing the Cisco AnyConnect YSU VPN Client (Windows XP or later) document on the YSU Tech Desk website under Self-Help Documents for installation instructions and then return to Step 3 in this document to continue connecting.
Step 3: Open the Cisco AnyConnect Secure Mobility Client application

The Cisco AnyConnect Secure Mobility Client can be located under Start -> All Programs or searched for by name with Windows search.

When the application is open, there will be an icon for it in the taskbar. The menu that appears when the icon is clicked on can be used for connecting, disconnecting, and quitting the application.
**Step 4: Establish the VPN connection**

Once the application is started and the login window has been opened, connect to the YSU VPN by doing the following:

Type `vpn.ysu.edu` in the text field and click **Connect**.

Enter the following into the fields that appear after clicking **Select**:

- **Username**: Your YSU directory account name
- **Password**: Your YSU directory account password

Click **OK**.

Click **Accept** to accept the YSU Acceptable Use of University Technology Resources Policy and start the VPN connection.

Once the connection is established, the icon in the menu bar will have a lock next to it as seen below.
Step 5: Connect to your YSU Network Drive

First, open a new Windows Explorer window *(not Internet Explorer)*. You can do this by clicking on the folder stack icon in the bottom left of the screen or opening up a folder such as (My) Documents in a window.
In the address bar, enter \tank.ysu.local\username for the Server Address where username is your YSU Directory Account name (i.e. ptpenguin) and hit the Return or Enter key on the keyboard or click the “Go” button.

Wait a few seconds and then enter the following options at the prompt:

**Connect as:** Registered User

**Name:** “YSU\” (no quotes) plus Your YSU Directory Account username (i.e. ptpenguin)

**Password:** Your YSU Directory Account password

Check **Remember my credentials** if you do not want to have to re-enter them every time.

Click **OK**.
Step 6: Using the drive

Your network drive will now be connected on the machine. It will show up as a network shared drive on the PC. The share will behave like any other drive connected to the machine; however, large files may take a very long time to copy to it and open from it because your Internet connection is being used. Please note that any file deleted from the network drive will be deleted immediately and permanently – it will not go into the Recycle Bin first.

If you would like to create a Desktop shortcut for the network share like the one on the right, perform the following steps:

A. Right-click on the Desktop and choose New -> Shortcut
B. Enter \tank.ysu.local\username for the Server Address where username is your YSU Directory Account name (i.e. ptpenguin) and click Next.
C. Click Finish.
**Step 7: Unmounting the share**

While the share does not need to be explicitly unmounted or ejected on Windows, the following should be noted:

**Note:** Please be sure that you have saved all documents and closed all applications that had those documents open before you unmount / disconnect / eject the share; otherwise, they may be lost.

Congratulations! You have connected to your YSU Network Drive from off-campus. In the future, simply follow the procedures in **Step 3** through **Step 7** of this guide to connect to the network drive again.