



How to: Guide

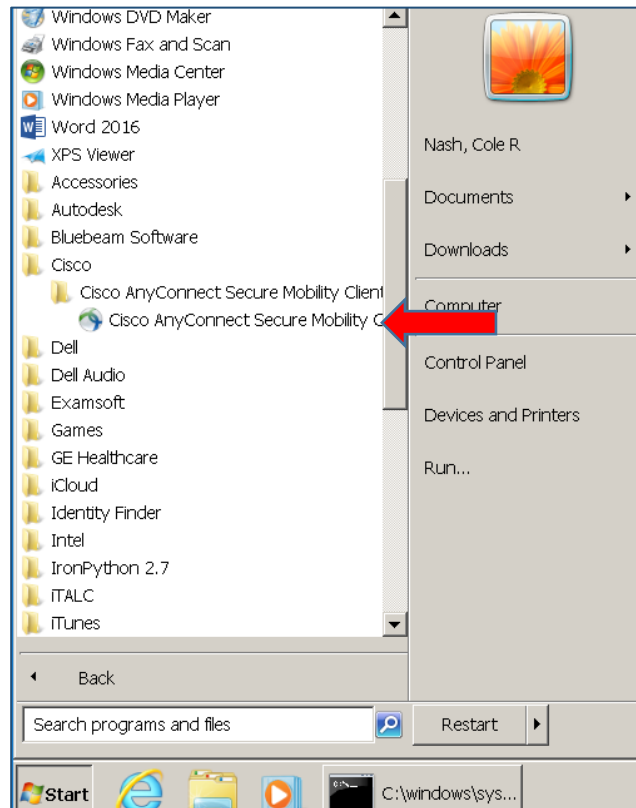
CU Boulder Faculty – Connect to Network Files over VPN

Background

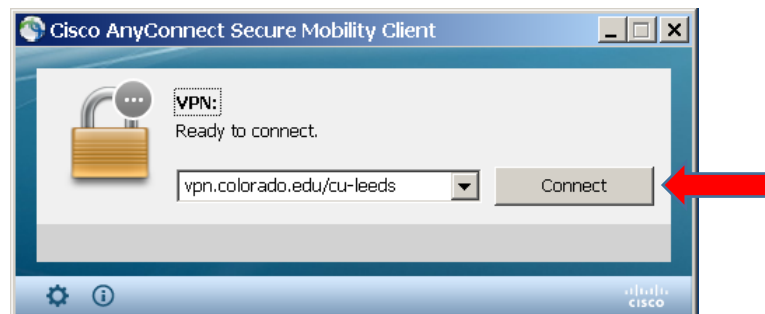
CU Boulder Faculty can log into CU South Denver computers but will need to connect to the Cisco VPN to be able to map their network drives. This VPN will need to have a connection established every time a computer is used at CU South Denver if the CU Boulder Faculty is planning to access their network files.

How to Connect to VPN?

1. Go to Start, select All Programs, and select the Cisco AnyConnect Secure Mobility Client.



2. The following window will open, enter *vpn.colorado.edu/cu-leeds* for the address and press connect.



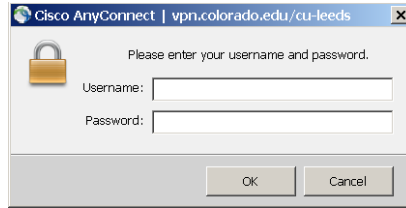
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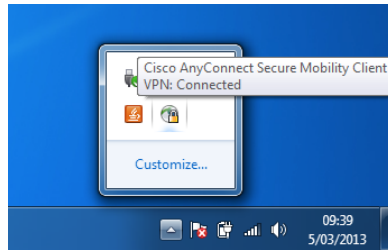
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3. Enter your CU Boulder login on the prompt and press OK.



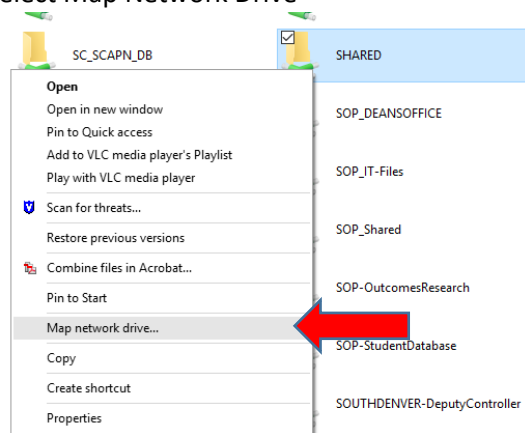
4. Once the connection is complete, you will see a lock symbol on the Cisco AnyConnect icon in the system tray.



5. Now that you are connected, you will need to go to your network home share to access your files. Click Start and in the Search Program and Files box, enter the network path and press enter



- a. *Note:* Contact your department IT department if you are unsure of your network path information for mapping drives.
 - b. CU Boulder Leeds Paths
 - i. [\\busapollo.int.colorado.edu](https://busapollo.int.colorado.edu)
 - ii. [\\busdemeter.ad.colorado.edu\Faculty](https://busdemeter.ad.colorado.edu/Faculty)
6. A Windows Explorer window will open with different shares. To map a share that you plan to use, right click it and select Map Network Drive

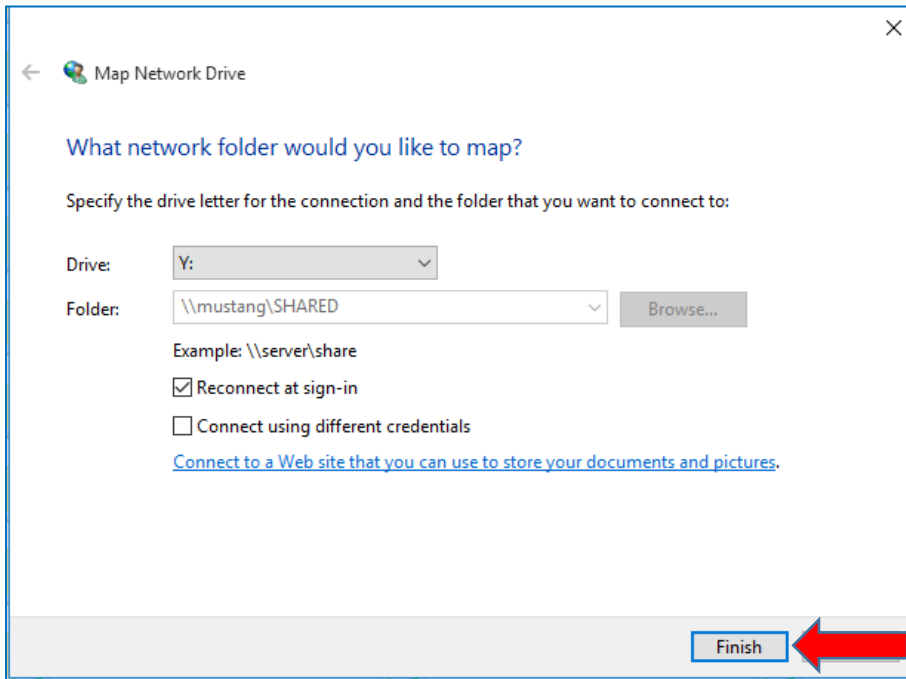




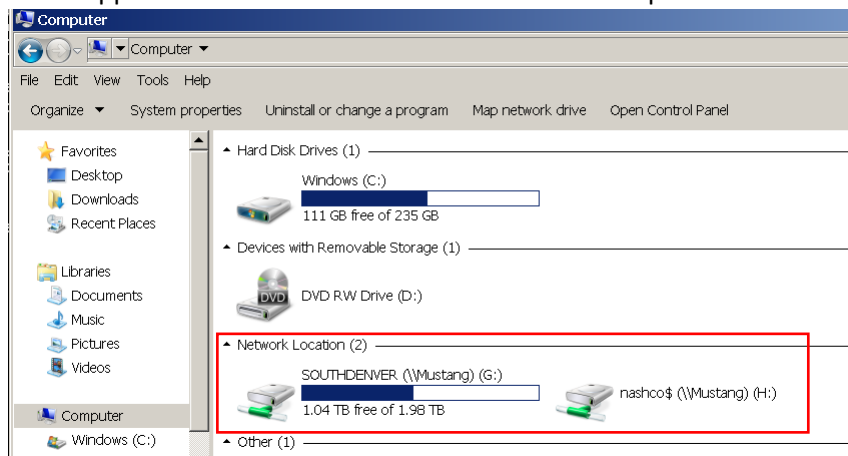
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7. A Map Network Drive window will pop up, select Finish



8. This will create a mapped network drive that can be access at Computer in Windows Explorer.



9. If there are multiple network shares that need to be accessed for your department, then you may need to repeat this process for each share.

10. Once the network share is mapped, all you need to do is connect to the VPN in the future to open the network shares.