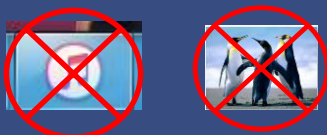


December Topic: Off Campus Access to Network Drives

NETWORK STORAGE



While we encourage users to store their university-related content on these drives, we ask that you be aware of space limitations and clean up any files you no longer need.

All personal photos and music should be stored on your own personal devices.


WHERE ARE YOU SAVING WORK FILES?


What are Network Drives?

Storage space on the University server for users to save documents

ITS provides network file storage for employees to store university work content. You are encouraged to use these network folders as this stored information is backed up on a regular basis to protect against data loss.

U: or H: drive: This is your Home Network Folder or Share. All work files should be saved to this drive.

 `gdoherty (\\home) (H:)`

 `department (\\.....) (G:)`

Department folder/share (drive letter may vary): save or access files used by the department and or suite.

TO ACCESS THESE DRIVES FROM OFF CAMPUS

VPN – Remote access to your office machine: open a browser and type: `vpn1.suffolk.edu`
Login with your Suffolk email credentials

Suffolk University SSL Portal

Username

Password

Realm

The Suffolk University SSL portal window will appear. Scroll down the page to the HTML5 Access Session section:

HTML5 Access Sessions

Remote Desktop Session to Hostname or IP (eg: test.device.net or 192.168.2.3)

Type in your office computer name and click launch. To find the name of your computer:
Windows: go to the Start Menu, right click on Computer and go to Properties. It is in the third section down.

Pulse – used by Suffolk issued laptop users. An application called Pulse can be installed which, once connected, your shared drive folders are available. Call the Service Desk for install.

**Employees who work from home need to have their manager's approval.
Hourly employees must report all time worked.**

Please send all questions, comments or suggestions to the Service Desk:
Phone: (617) 557-2000
Email: servicedesk@suffolk.edu