



Please consult the HOME NETWORK STANDARD for computer and data security information.

<http://www.wpi.edu/academics/CCC/Policies/homenet.html>



Accessing files stored on a network file share – follow the steps below in the order presented

1. The Virtual Private Network (VPN) software permits access to the file share. Is the VPN installed?

NO	Install the VPN client http://www.wpi.edu/Academics/CCC/Netops/VPN/
YES	Run the VPN Client https://vpn.wpi.edu

2. Mapping a network file share

- When connecting from off-campus, the appropriate path to the file share must be used (i.e. \\shares.wpi.edu\fc\it_training NOT \\shares\fc\it_training)
- Instructions <http://www.wpi.edu/+Helpdesk/Network/Mapping/onwin.html>
- Note: If your home computer is using an old version of Windows (i.e. XP), mapping instructions are different. Please contact the Helpdesk by phone at 508-831-5888 or send email to helpdesk@wpi.edu.



Reading your WPI Exchange Email – you can choose either of the options below

1. Outlook Web Access (OWA) - accessible from any computer with Internet access

- Navigate to <http://exchange.wpi.edu>
- For **Username**, enter your full WPI email address
- For **Password**, enter your WPI password

2. Microsoft Outlook 2010 – are you accessing email from a laptop configured to use Outlook on campus?

NO	Configure Outlook on your home computer to use your WPI email account http://www.wpi.edu/Academics/CCC/Help/Email/Exchange/
YES	Open Outlook and enter your WPI username and password if prompted



Accessing WPI software applications

1. You can use WPI-licensed software applications that are not installed on your computer via a remote desktop connection to the Terminal Server.
2. Be sure to use **Save As** (instead of Save) to save the files to your personal storage (My_Documents on "\\filer.wpi.edu\home") or to a Department file share (\\shares.wpi.edu\fc\DepartmentName).
3. Instructions http://www.wpi.edu/+CCC/Help/Software/termserv_win.html



WORKING FROM OFF-CAMPUS: USING A MACINTOSH COMPUTER CONNECTED TO HOME NETWORK

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Accessing files stored on a network file share – follow the steps below in the order presented

1. The Virtual Private Network (VPN) software permits access to the file share. Is the VPN installed?

NO	Install the VPN client http://www.wpi.edu/Academics/CCC/Netops/VPN/
YES	Run the VPN Client https://vpn.wpi.edu

2. Mapping a network file share

- When connecting from off-campus, the appropriate path to the file share must be used (e.g. `smb://shares.wpi.edu/fc_share_name`)
- Instructions <http://www.wpi.edu/Academics/CCC/Help/Network/Mapping/offosx.html>



Reading your WPI Exchange Email – you can choose either of the options below

1. Outlook Web Access (OWA) - accessible from any computer with Internet access

- Navigate to <http://exchange.wpi.edu>
- For **Username**, enter your full WPI email address
- For **Password**, enter your WPI password

2. Microsoft Outlook for Mac 2011 – are you accessing email from a laptop configured to use Outlook on campus?

NO	Configure Outlook on your home computer to use your WPI email account http://www.wpi.edu/Academics/CCC/Help/Email/Exchange/
YES	Open Outlook or Entourage and enter your WPI username and password if prompted



Accessing WPI software applications

1. You can use WPI-licensed software applications that are not installed on your computer via a remote desktop connection to the Terminal Server.
2. Be sure to use **Save As** (instead of Save) to save the files to your personal storage (My_Documents on "\\filer.wpi.edu\home") or to a Department file share (\\shares.wpi.edu\fc\DepartmentName).
3. Instructions http://www.wpi.edu/+CCC/Help/Software/termserv_macos.html