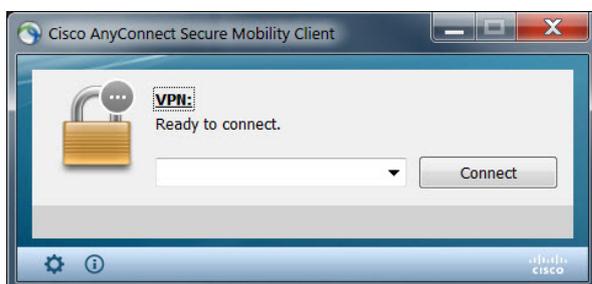


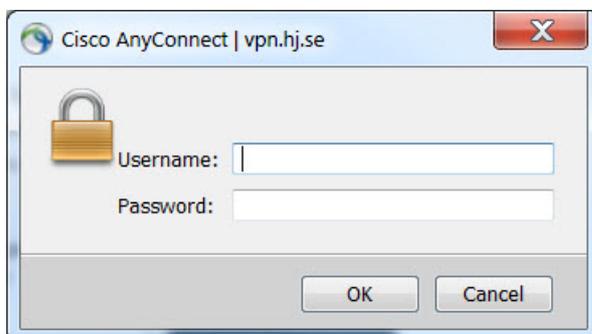


File access off campus from JU-computer

Go to **Start > All Programs > JU-Applications > Add-ons and fixes > Addons > Cisco AnyConnect VPN** and start it to install the VPN client.



Once installed, the VPN client will launch. If not, launch it from the start menu. Enter the address: **vpn.hj.se** and click **connect**.



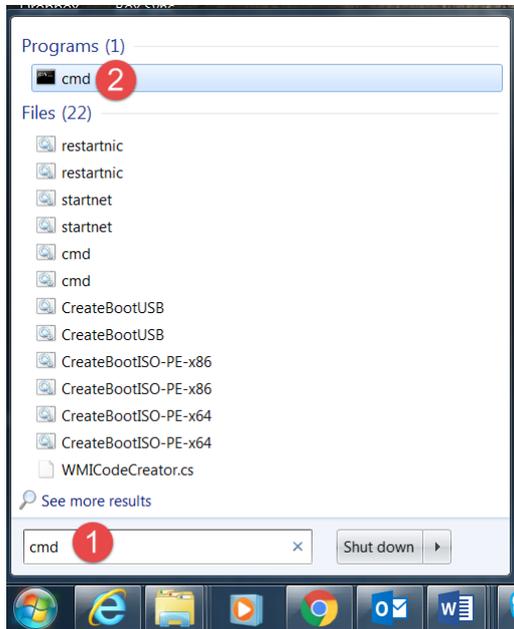
Enter your JU user name and password.



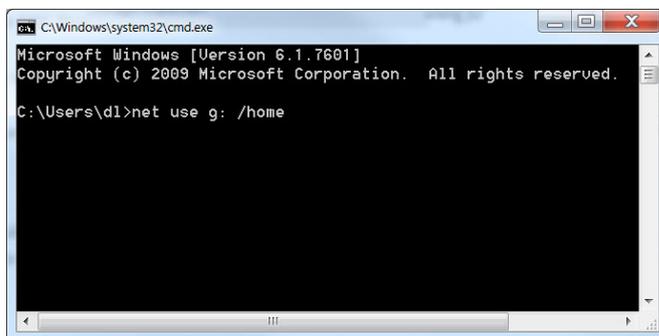
When you are connected, the VPN client will display this icon in the system tray.

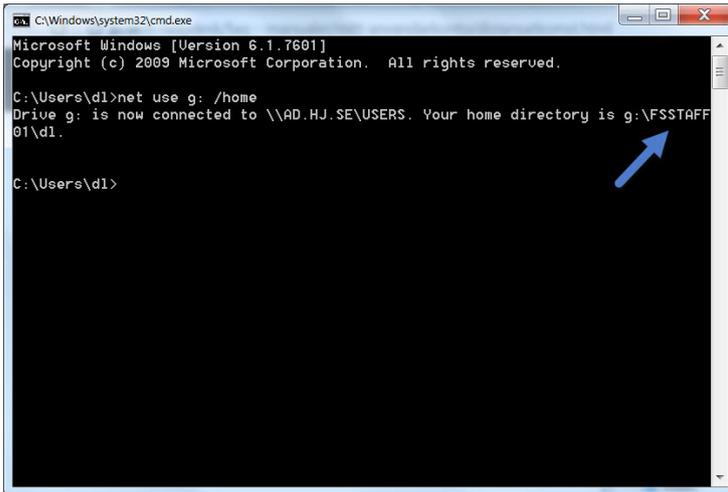
To reconnect, either right-click the icon and select “**connect**” or start the application from **Start – Cisco – Cisco AnyConnect Secure Mobility Client - Cisco AnyConnect Secure Mobility Client**.

To be able to connect to your home folder, you first need to know the name of the server where your home folder is stored. To find out the name, perform the following steps:



Type **cmd** in the search box (under All Programs), to open a DOS prompt
In the DOS-prompt, type **net use g: /home** and press **Enter**

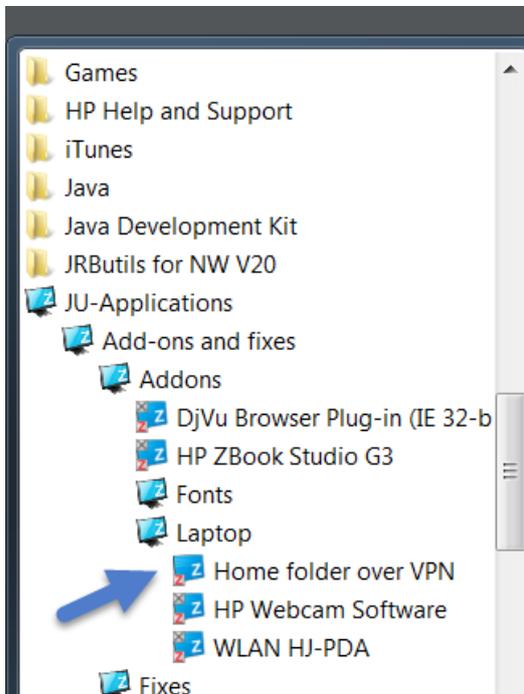




Write down the server name found after “Your home directory is G:\FSSTAFF..” (for example FSSTAFF01)

NOTE! These steps are only needed to find out the correct server name. Once noted, you can skip the above steps and only perform the steps detailed below if you remember the server name or keep it written down.

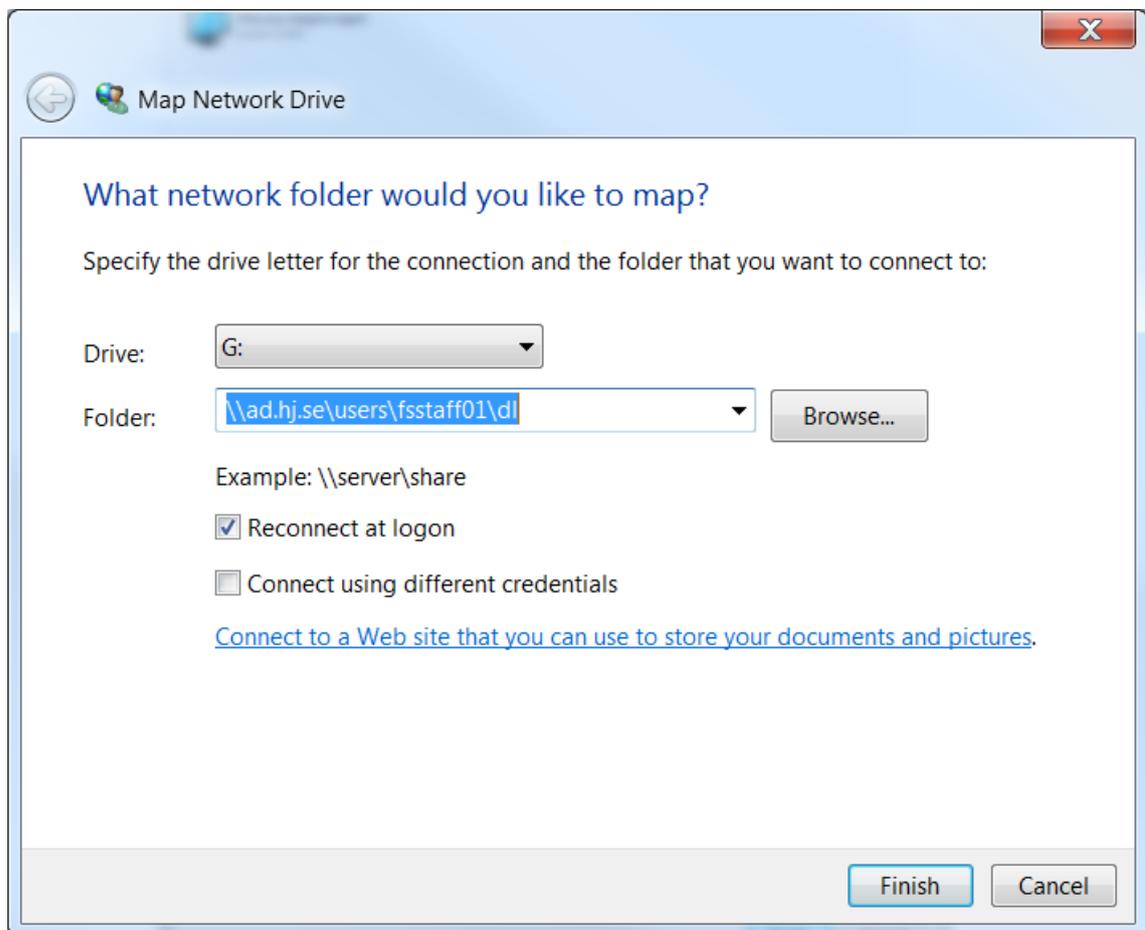
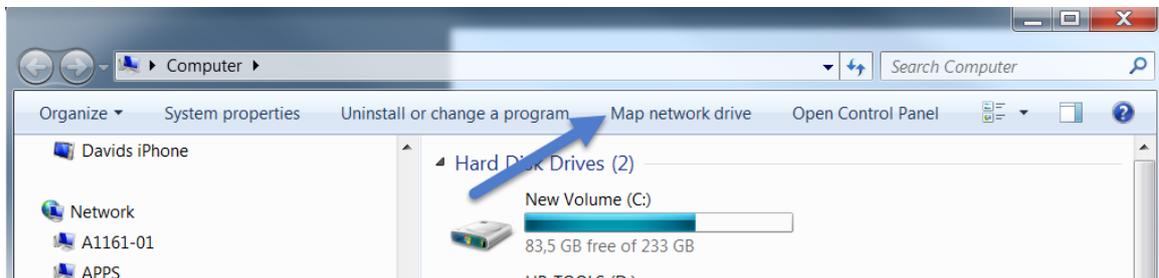
Go to **JU-Applications -> Add-ons and fixes -> Addons -> Laptop -> Home folder over VPN** and start the application.



Select the correct server and your user name.

To map your home directory permanently, perform these additional steps.

Open Explorer and click on **Map network drive**



Select the **G:** drive.

In **Folder** type the search path to your home directory as retrieved earlier in the format [\\AD.HJ.SE\USERS\FSSTAFF0XUSERNAME](#), see the **example** in the above picture. Select "Reconnect at logon". Click **Finish**.