VPN and Accessing Files Remotely (Off Campus)
For Windows 8.1

Step 1. Installing and using VPN

Computer Services installs the latest VPN software client for our users on Law School owned home desktops and laptops. If you need to install VPN, please open a web browser (Internet Explorer, Firefox, and Chrome) and type in the following address in the address bar: http://vpn.utexas.edu Follow the step by step instructions on your screen.

Step 2. Open the VPN Software

You must connect to VPN first before accessing your network drive when accessing files from off campus.

In the lower right hand corner of the task bar, click the up arrow and then click on the icon that looks like a baseball.

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The next screen will open with the address filled out. If the path isn’t there, you will type in “vpn.utexas.edu” and then select the “connect” button.

When prompted, you will type in your EID and EID password.

You will receive a message informing you that the connection has been established with the baseball icon and a padlock icon on the right hand side of the taskbar.

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Step 3. Mapping the Drive

Open File Explorer by clicking on the folder icon in your taskbar in the lower left hand side of your screen.

Next, you will click on computer at the top of the screen and choose “Map Network Drive”.

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Please type in your network drive path. `\austin.utexas.edu\disk\law\jsweatt` and check the box that says “Connect Using Different Credentials”

*Your network drive path is usually your first initial with your last name unless you are accessing a shared department folder.*

```text
What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: Z:  
Folder: `\austin.utexas.edu\disk\law\jsweatt`  

Example: `\server\share`

- [ ] Reconnect at sign-in
- [X] Connect using different credentials

Connect to a Web site that you can use to store your documents and pictures.
```

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Click “Finish” and you will be prompted to put in austin\UT EID in the username field and your UT EID Password in the password field. Then click “OK” and the folder will open.

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Step 4. Make a Shortcut

You can add the network drive mapping to your favorites in the sidebar of Explorer View by clicking and dragging the mapping to the “Favorites” location.

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OR

You can click and drag the network drive icon to your desktop to create a “desktop shortcut”.

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