

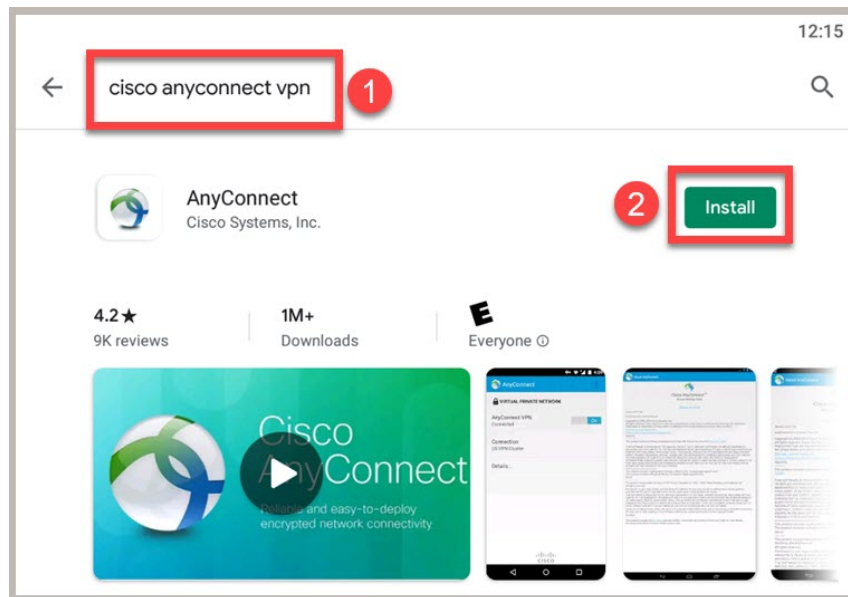
Purpose:

This tutorial will assist Faculty and Staff members to access their network drives (H, personal and U, shared).

*Note: Step 1-14 will only need to be completed if completing this task **outside of the GSU-EMPLOYEE network**. If you are connected to the GSU-EMPLOYEE network, skip to Step 15.*

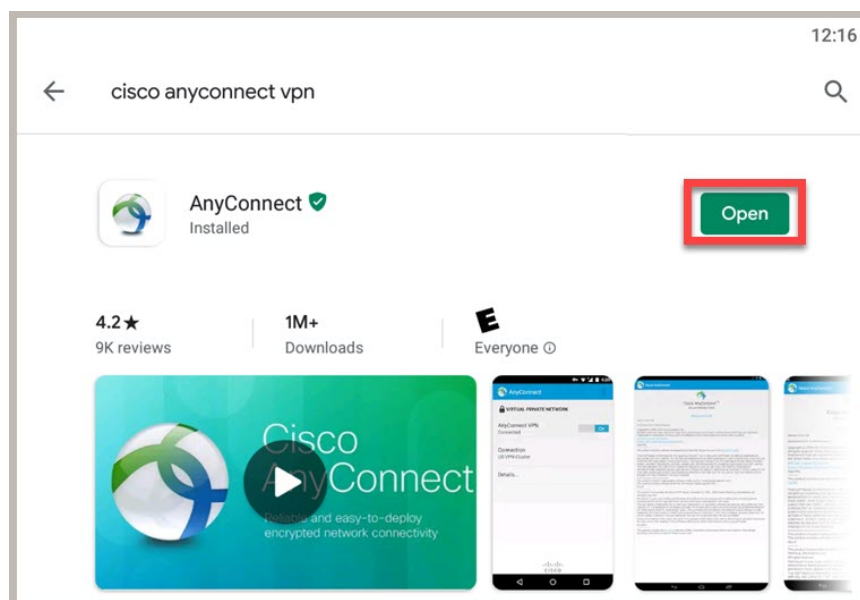
Step 1

To access the network drives not connected to the GSU-EMPLOYEE network, you will first need to download the Cisco AnyConnect application from the app store. Search the app store for Cisco AnyConnect and Click **Install**.



Step 2

When the app has finished downloading, click **Open**.



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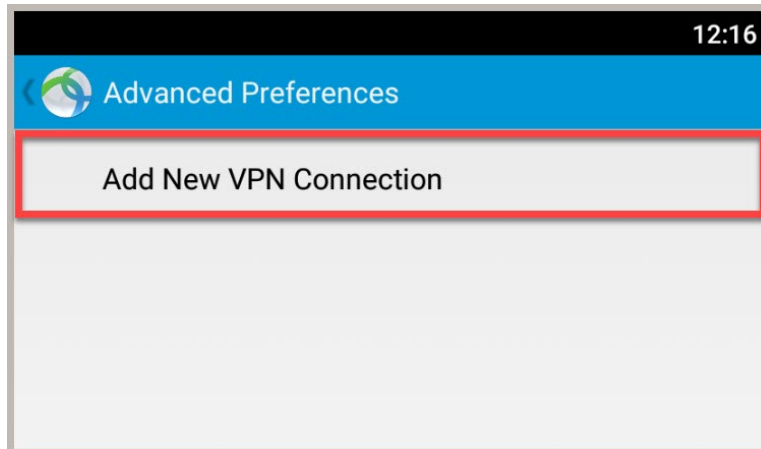
Step 3

When the AnyConnect app opens, click **Connections** to add a connection.



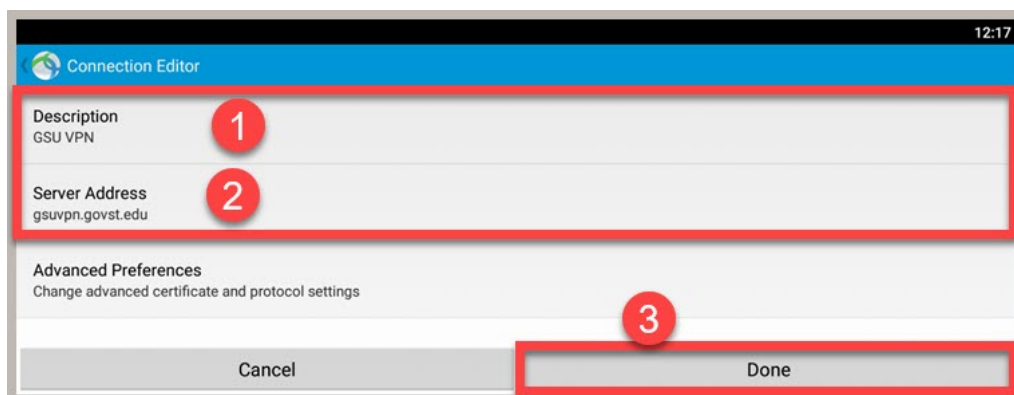
Step 4

Click **Add New VPN Connection**.



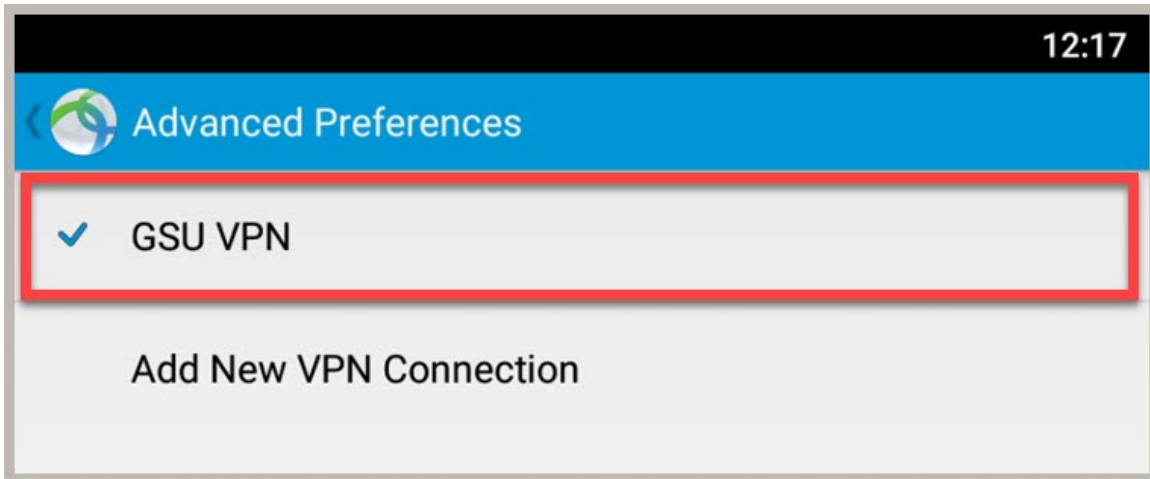
Step 5

Go through each line and edit the information. Step 1 Enter a description the suggested entry would be GSU VPN. Step 2 Enter server address gsuvpn.govst.edu. Step 3 Click **Done**.



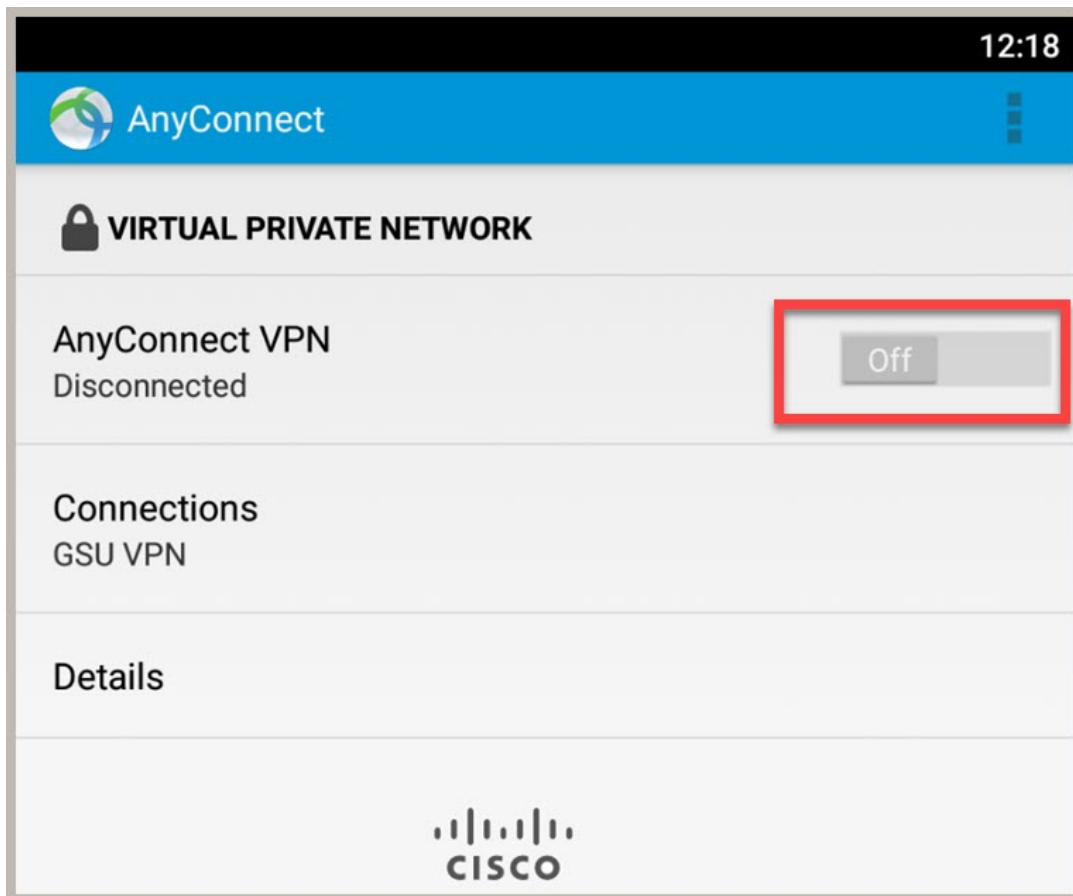
Step 6

Click **GSU VPN** or the name you selected for the VPN.



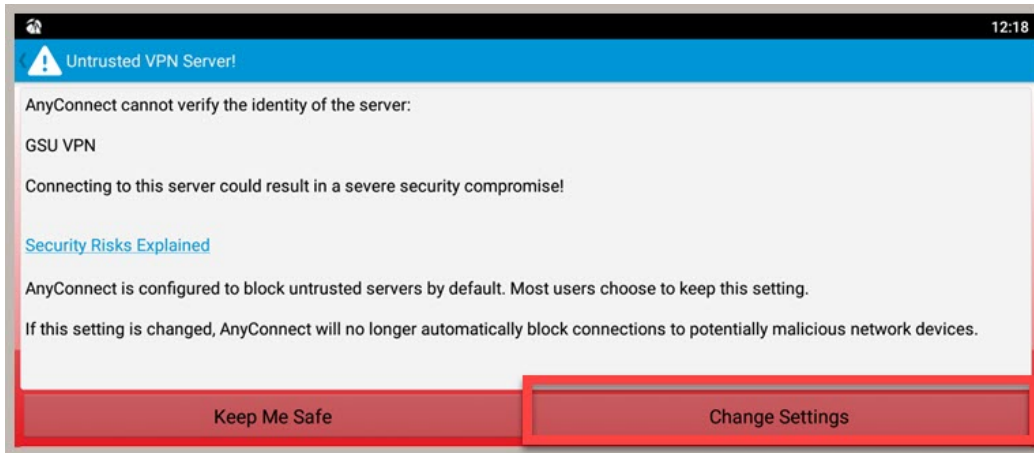
Step 7

Use the toggle switch to turn on the AnyConnect VPN.



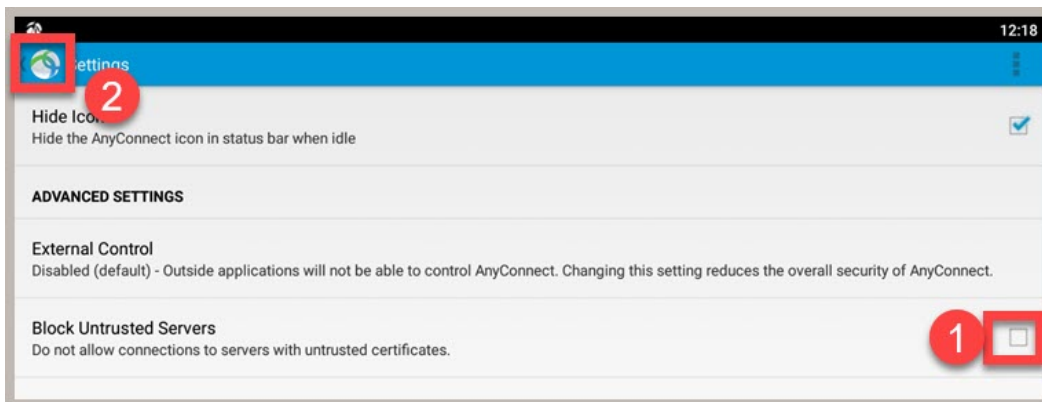
Step 8

On the popup, click **Change Settings**.



Step 9

Uncheck the Block Untrusted Servers check box and click the back arrow on the Cisco AnyConnect Logo in the top left corner.



Step 10

Use the toggle switch to turn on the AnyConnect VPN.



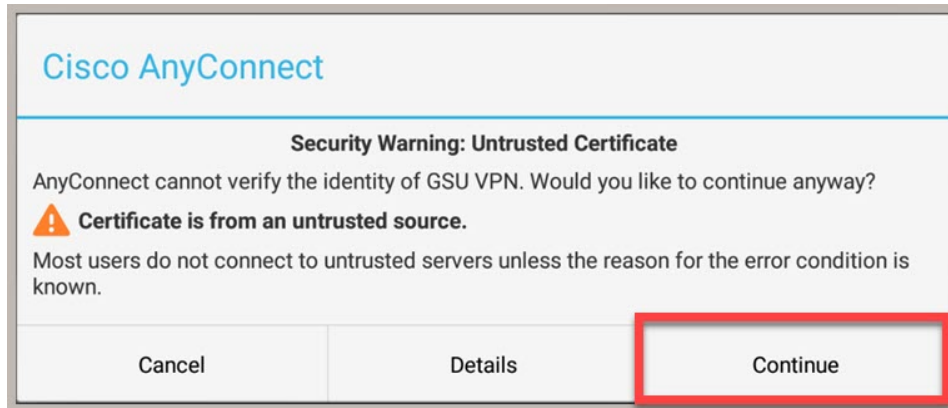
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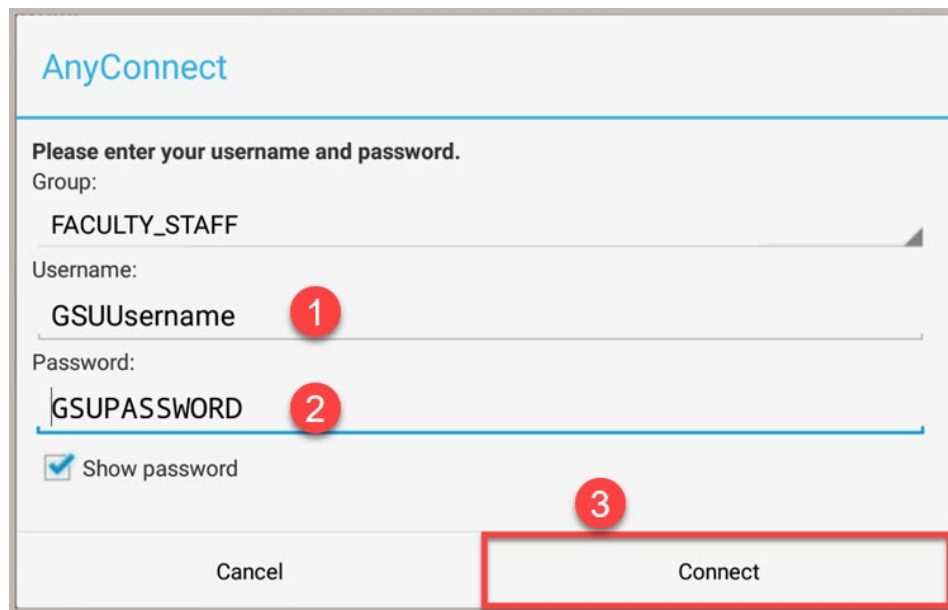
Step 11

On the Security Warning: Untrusted Certificate popup, click **Continue**.



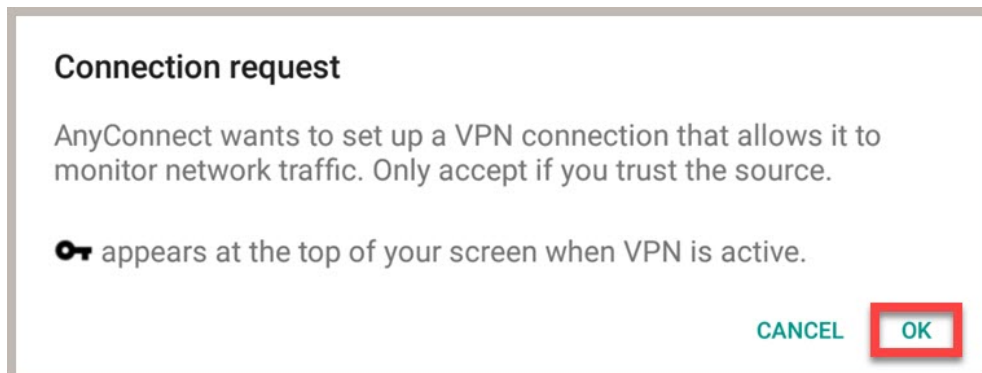
Step 12

On the Login popup, enter your GSU Network username on the Username line, GSU network password on the password line and click **Connect**.



Step 13

On the Connection request popup, click **OK**.

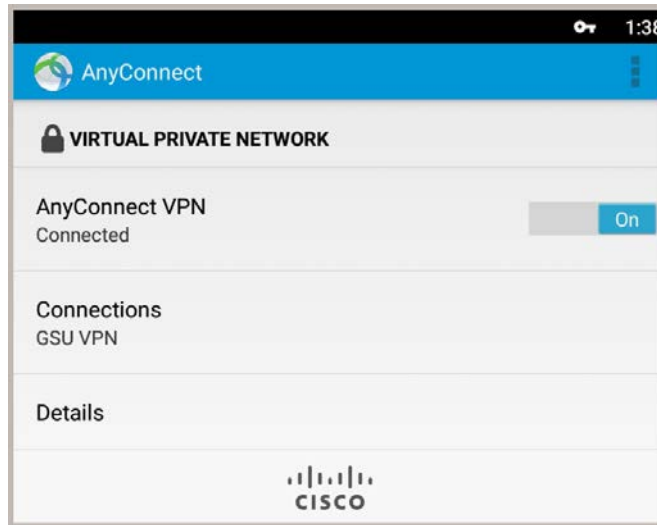


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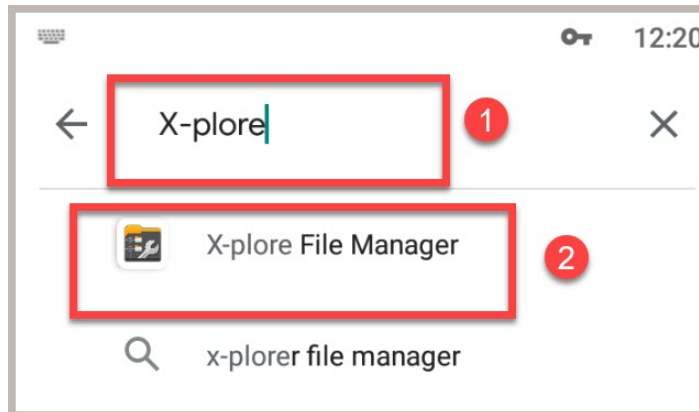
Step 14

Verify you are connected; the toggle will show On.



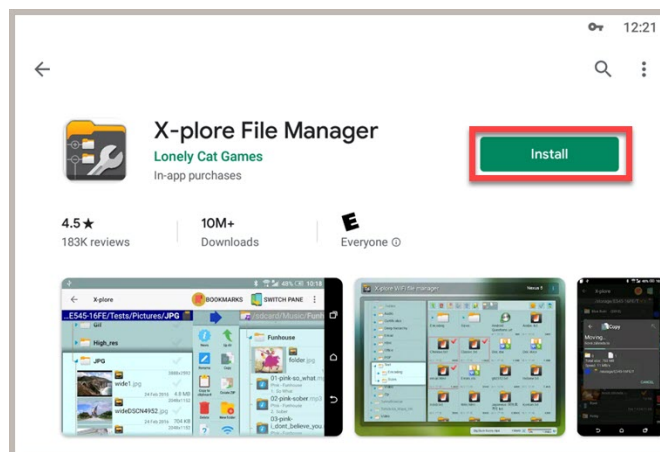
Step 15

Go back to the Google Play Store and search for **X-plore File Manager**, click on the **X-plore File Manager** option.



Step 16

Click **Install**.

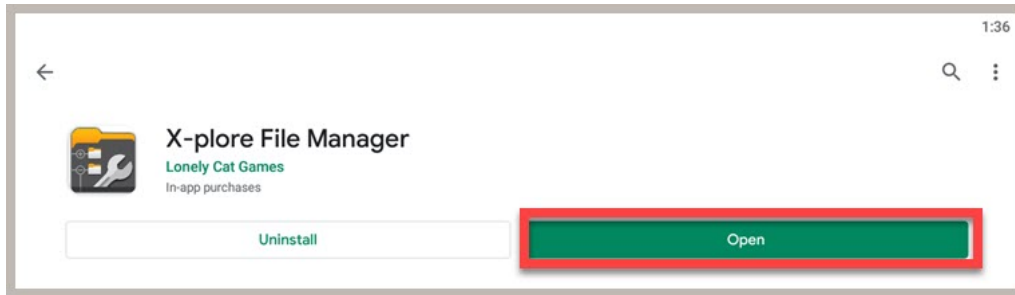


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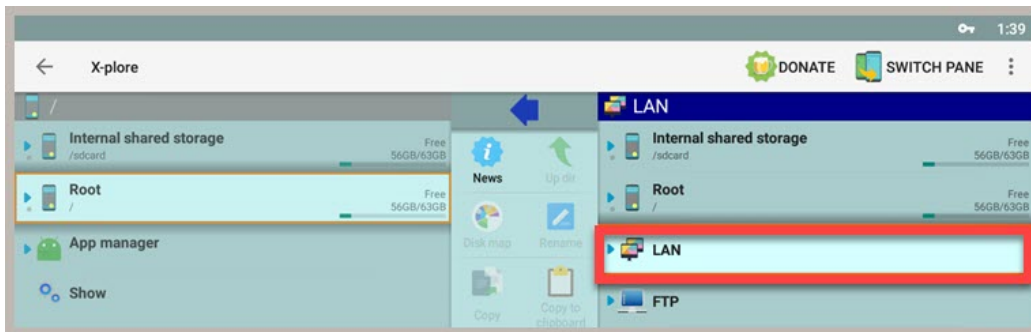
Step 17

When finished installing, click **Open**.



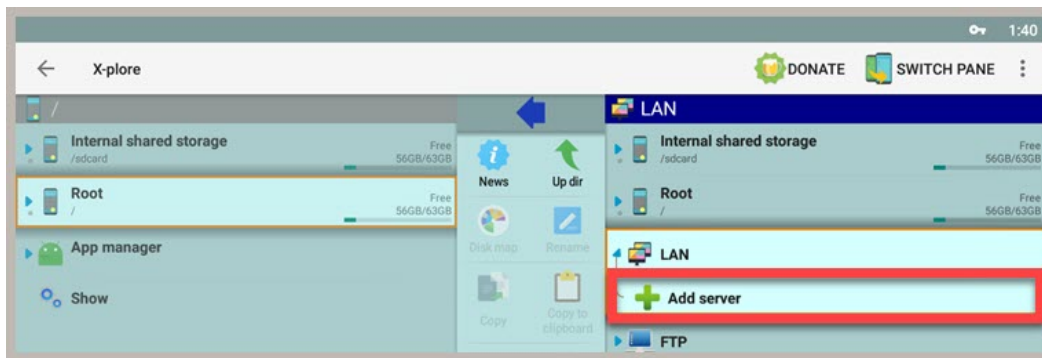
Step 18

With X-plore File Manager open, click **Lan**.



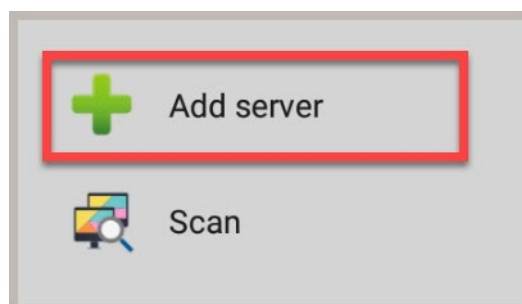
Step 19

Click **Add server**.



Step 20

On the popup, click **Add server**.



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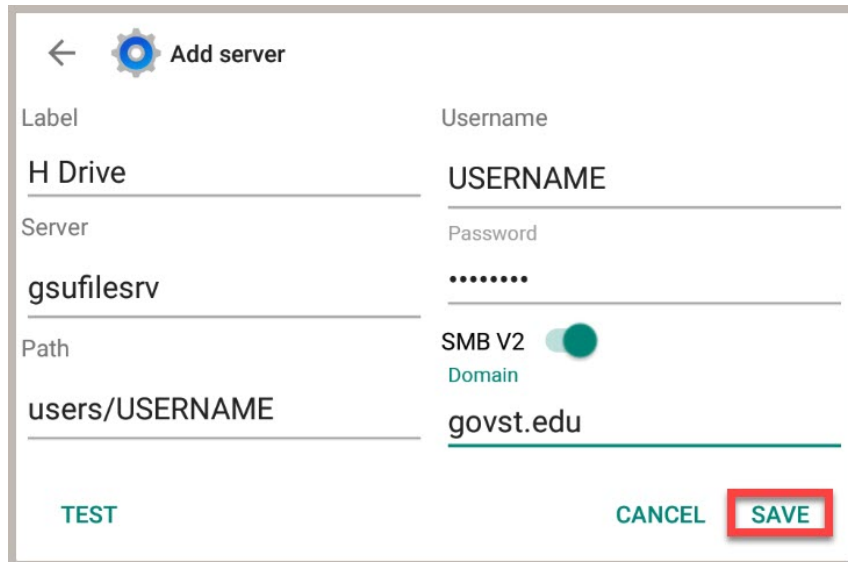
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Step 21

Enter the appropriate Server information. For H Drive, go to Step 22, For U Drive go to Step 23.

Step 22

For H Drive, enter the following: Label – **H Drive**, Server – **gsufilesrv** Path – **users/gsuusername** Username – **GSUUSername** Password – **GSUpassword** Domain – **govst.edu** . When completed filling out the server information, click **Save**.



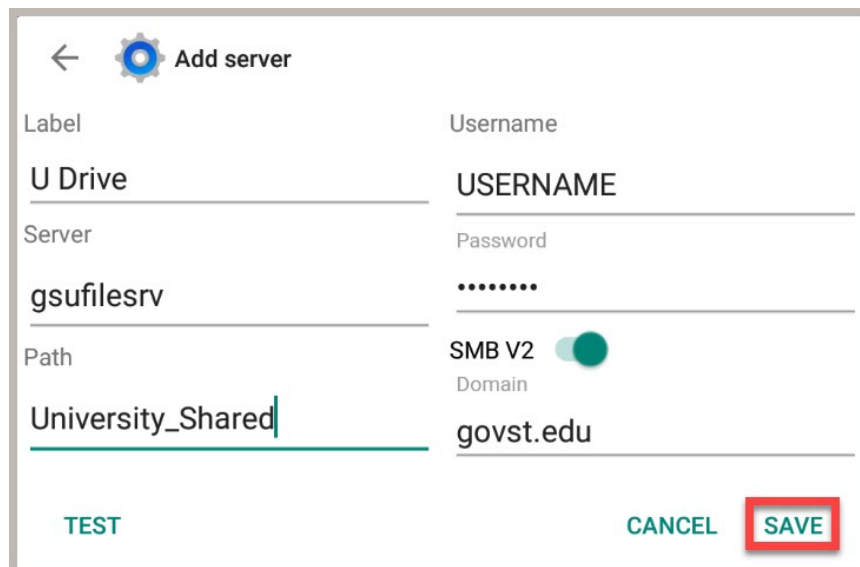
The screenshot shows the 'Add server' dialog with the following fields filled out:

- Label:** H Drive
- Server:** gsufilesrv
- Path:** users/USERNAME
- Username:** USERNAME
- Password:** (masked with dots)
- SMB V2:**
- Domain:** govst.edu

At the bottom, there are three buttons: TEST, CANCEL, and SAVE (highlighted with a red box).

Step 23

For U Drive, enter the following: Label – **U Drive** Server – **gsufilesrv** Path – **University_Shared** Username – **GSUUSername** Password – **GSUpassword** Domain – **govst.edu** . When completed filling out the server information, click **Save**.



The screenshot shows the 'Add server' dialog with the following fields filled out:

- Label:** U Drive
- Server:** gsufilesrv
- Path:** University_Shared
- Username:** USERNAME
- Password:** (masked with dots)
- SMB V2:**
- Domain:** govst.edu

At the bottom, there are three buttons: TEST, CANCEL, and SAVE (highlighted with a red box).

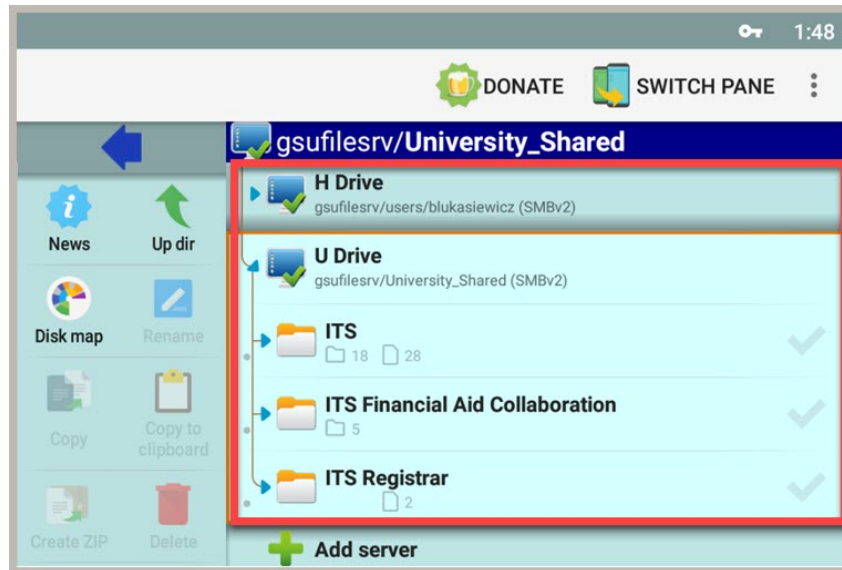
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Step 24

You will now be able to access your H and U Drives. Click on the folder to open. If necessary, download appropriate office applications to view documents.



If you have any questions, please contact the ITS Service Desk.

Contact ITS Service Desk:

- Phone: 708.534.HELP (4357) or ext. 4357
- Email: help@govst.edu
- Online: help.govst.edu