

How to access your Law SharedData (G) drive and special Law Home (H) drive remotely from a Mac

1. Connect to UBC using the Cisco AnyConnect VPN client. Here is a link to the UBC IT setup of the AnyConnect client if you don't have it installed already. Be careful to choose the VPN client which matches your particular operating system.
 - a. <https://it.ubc.ca/services/email-voice-internet/myvpn/setup-documents>.
 - b. NOTE1: use **myvpn.ubc.ca** as the server to which to connect.
 - c. NOTE2: use your CWL to log into the AnyConnect client.
2. Run the Mac Finder.
3. On the Finder menu click "Go" and select "Connect to Server".
4. In the "Server Address" box, type (without the quotes):
"smb://files.ubc.ca/team".
5. Click the + sign just to the right to save this as a Favorite for future use.
6. Click on the "Connect" button.
7. If you get the login prompt, under "Connect as:", select "Registered User".
8. Under "Name", type in your CWL login name.
9. Under "Password", enter your CWL password.
10. If you wish, check the "Remember this password in my keychain".
11. Click on the "Connect" button.
12. A Finder window should pop and show you several folders, one of which will be LAW.
 - a. **SPECIAL NOTE:** If you cannot connect, and you are sure that your CWL password is correct, then please add "ead\" before your CWL login name and try again, i.e. use **ead\CWL** (where CWL is your CWL login name).
13. To see the Law G drive, open up the LAW folder: the SharedData folder is the Law G drive.
14. To see your special Law Home drive, open up the LAW folder and then open up the Users folder: you should see another folder with your CWL as its name – this is your special Law Home drive.
15. **NOTE1:** you can create a shortcut to the Law SharedData G drive in the Finder as follows:
 - a. With a Finder window open and selected, navigate as mentioned above so that you can see the SharedData folder.
 - b. Drag this folder to the Finder's left side to just under the "All My Files" Favorite. You should see a line appear under the "All My Files". When you release the mouse, a shortcut to the Law SharedData G drive will be created with the name "SharedData" where the line showed up under the "All My Files" Favorite.
16. **NOTE2:** you can create a shortcut to your special Law Home drive in the Finder as follows:
 - a. With a Finder window open and selected, navigate so that you can see your Law Home drive folder that has your CWL as its name.
 - b. Drag this folder to the Finder's left side to just under the "All My Files" Favorite. You should see a line appear under the "All My Files". When you release the mouse, a shortcut to your Law Home drive will be created

with your CWL name where the line showed up under the “All My Files” Favorite.

17. **NOTE3:** opening/saving a file can be slowish depending upon the speed of your home Internet connection. Please be patient.