# File Access using the Virtual Application Server

1. Before you can run any application or open files from the virtual application server, you need to install the OpenVPN client. Directions to install OpenVPN on your computer or mobile device are available here. Once it is installed, you will need to start the OpenVPN client and log in.

2. You will then need to copy the files you wish to access from a virtual application to your personal network storage folder, which is commonly referred to as the "U-drive." To access your network storage from off-campus after you have logged in through OpenVPN, open any folder on your Windows computer. Find **This PC** in the menu on the left.
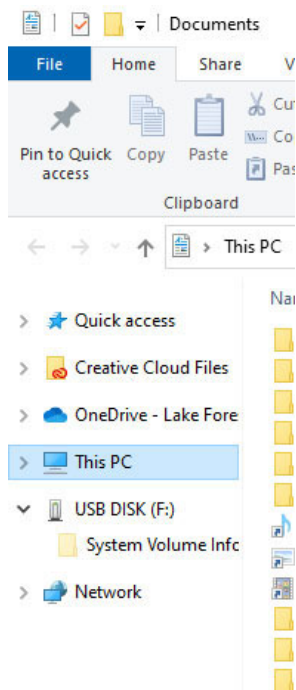
3. **Right-click** on **This PC** to bring up the fly-out menu. Select **Map network drive...**
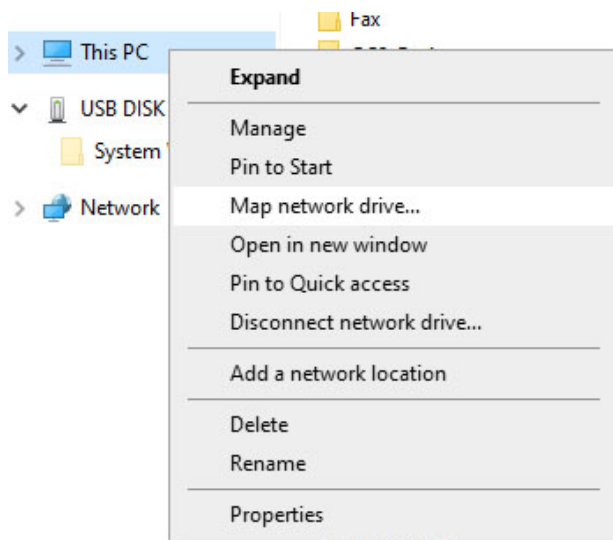
4. Select **U:** from the **Drive:** dropdown menu. You can select another letter if U: is taken, but that is the letter used when you access your network storage from on campus, so it may help avoid confusion to keep it consistent.

Students should enter \\elite.lakeforest.edu\students$\[username] in the **Folder:** box. Your username is the part of your College email address before the @, so the path entered for a student with the username of tjackson would be \\elite.lakeforest.edu\students$\tjackson.

Faculty and Staff should enter \\elite.lakeforest.edu\FacStaffHome$\[username] in the **Folder:** box. Your username is the part of your Lake Forest College email before the @, so the path entered for a faculty member with the username of tjackson would be \\elite.lakeforest.edu\FacStaffHome$\tjackson.

5. Make Sure the checkbox next to **Reconnect at sign-in** is <u>not</u> checked, and the box next to **Connect using different credentials** <u>is</u> checked. Click on the **Finish** button.

6. When prompted by the **Windows Security** window, enter **lakeforest\[username]** in the **User name** box, (e.g., lakeforest\tjackson), and your email password in the **Password** box. Click the **OK** button.
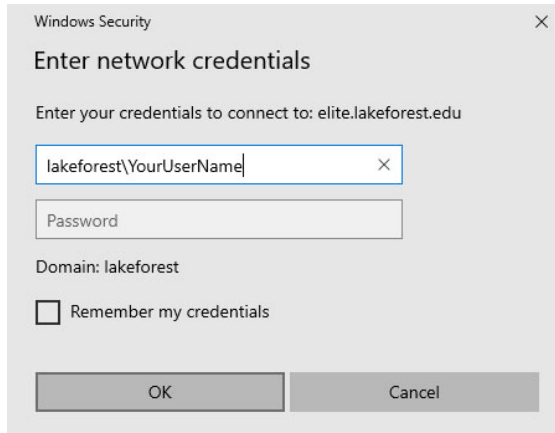
7. A window will open at the location showing you the contents of your personal network storage. If you have been using the Windows machines in a campus computer lab or accessing your U: drive from a College office computer, you will see the files you have saved there.

You can create a new folder in your network storage for files you specifically want to use with a virtual application to help keep them organized. Then, move files from your local desktop computer into that folder. Once you have moved all of the files you need, you can close the mapped drive window.
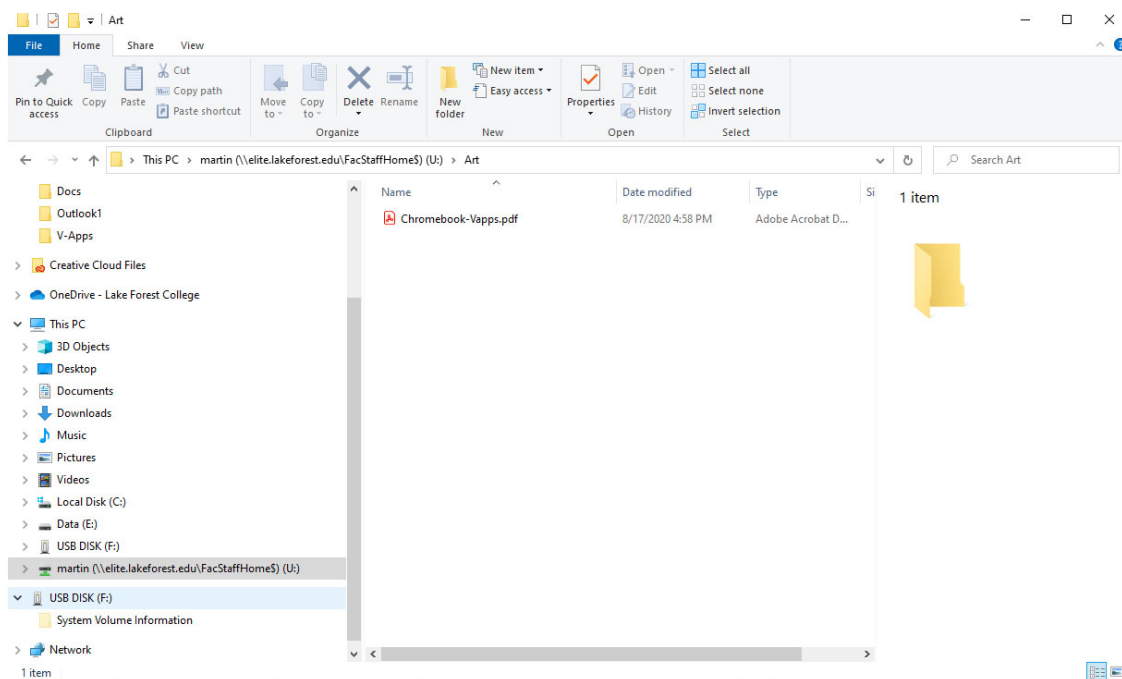
8. You can now run an application from the virtual application server and work with the files you just moved. The instructions for running the virtual applications can be found here.

When you want open or save a file, select **Open** or **Save As** within the program and then select the folder you created in step 7. Depending on the application you are running, the window may look a little different, so here are a couple of examples.