

Off Campus File Access

Staff are able to access all Queen's applications off-site by using the Queen's VPN (Virtual Private Network). In order to use the VPN you must first follow a few basic steps.

If you have a Smith-issued computer then you should have the "Cisco VPN Client" already installed. If this is the case then jump to "2".

1. Install the Cisco VPN "Client" (software) on your laptop or home computer
 - Sign in to my.queensu.ca
 - Under "My Applications" click on "Software Centre"
 - Click on "VPN" at the lower right
 - Download the correct version depending on whether your system is Windows or Mac
 - Click on the downloaded file to install
2. Log in to the VPN network
 - Launch the Cisco AnyConnect Client
 - In the client window type "vpn.queensu.ca/Campus"
 - Sign in with your Queen's NetID and password
 - You should now be able to access your shared departmental drives as if you were on Campus
3. If you do not see your shared drives then you will have to "Map" them

For A Windows PC:

- Open File Explorer
- On the Menu click Map a Network Drive
- In the Map Network Drive window select a drive letter.
- In the Folder field type in [\\files.bus.queensu.ca\shared\\$](https://files.bus.queensu.ca/shared$)
- Click finish.
- A window will pop up asking for your credentials. Enter your netID and password.
- This will give you access to the Departments folder and from there they can drill down to the J drive for their department.

For a Mac:

- Click on "GO" on the top Menu Bar
- Click on "Connect to Server" at the bottom of the drop-down menu
- In the address bar enter "smb://files.bus.queensu.ca/shared\$"
- Click into your required folder

Further information may be found here:

<https://www.queensu.ca/its/networks/virtual-private-network-vpn>