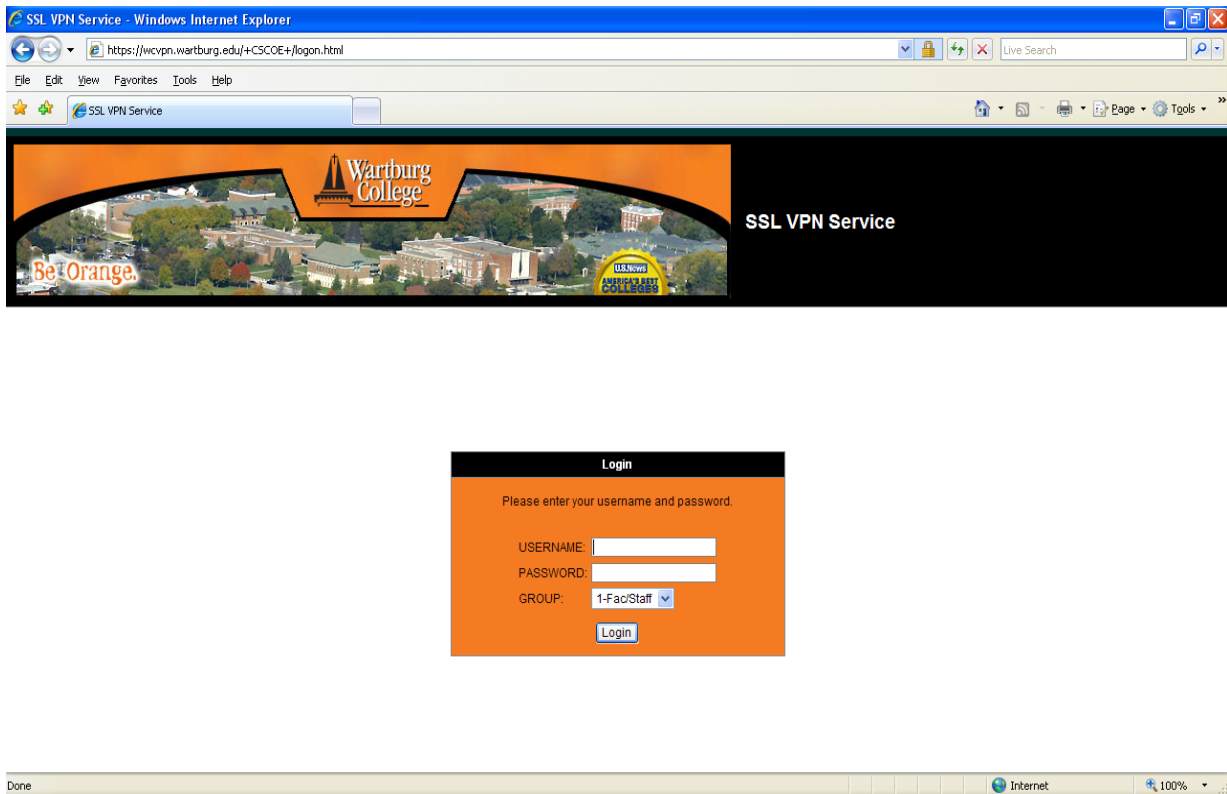*Instructions for Off-Campus Access to Group Shares*

1. Open your web browser and type the following URL:
   wcvpn.wartburg.edu

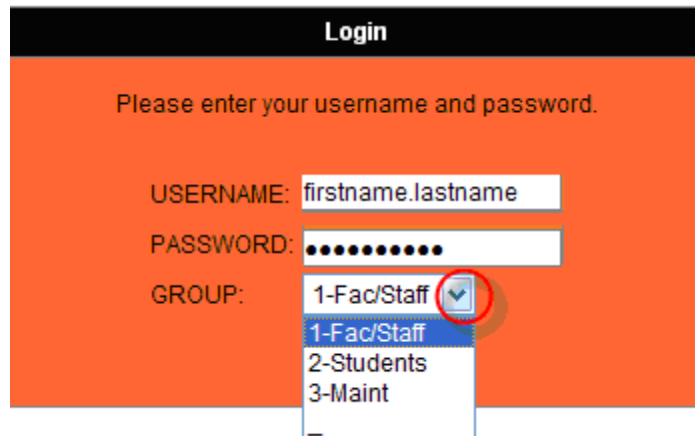2. You will be directed to the following screen below:

3. Enter your network credentials in the logon dialog box:
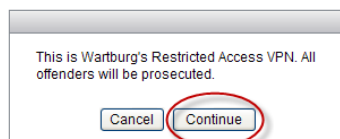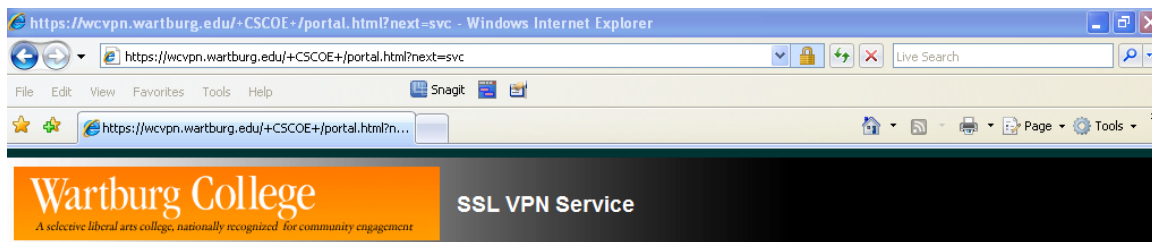
Username: firstname.lastname
Password: Network Password
Group: Note: you must choose your Group by clicking on the down arrow from
the drop down menu.

4. After you login, you will receive a pop up screen informing you that this is
   Wartburg's Restricted Access VPN. Click Continue.

5. Select which off-campus access you would like to use, Personal Shares or Group Shares.

Note: You will note that Wartburg Library is also available. To utilize the off-campus access for Wartburg's Library, click on that option.
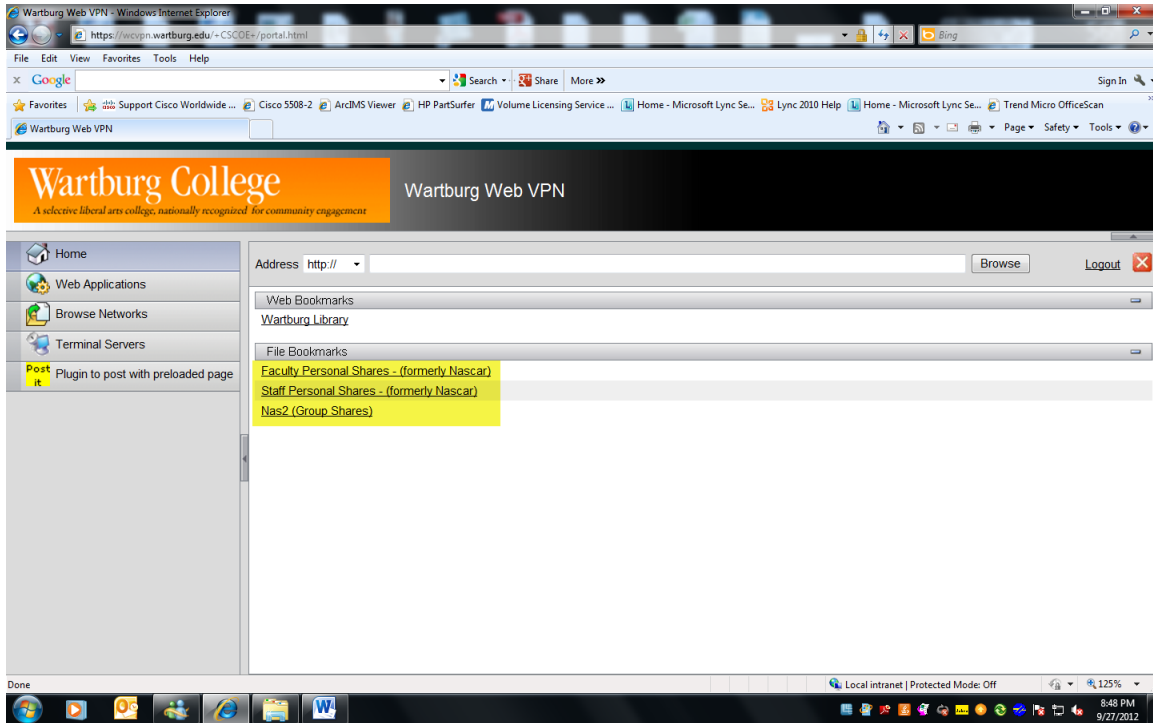
6. Click on Nas2, Group shares, you will be directed to the following screen. A listing of the group shares will appear. Use the arrow keys to navigate to your share. Once you have located your share, double click on the share name.
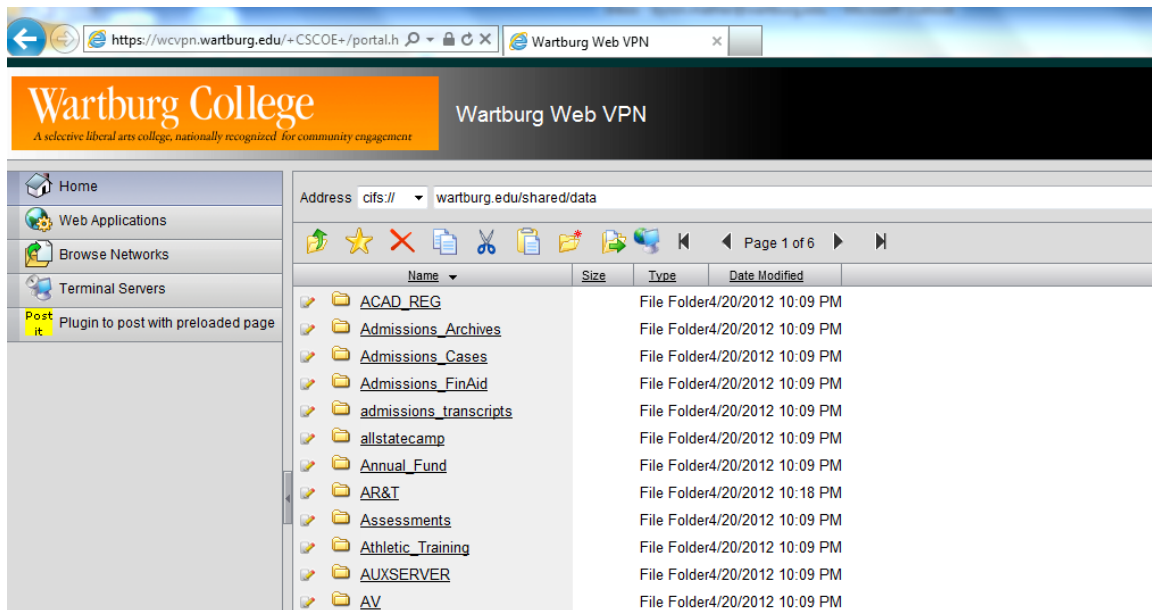

You may also get to your group share by typing in the name of your group share in the address bar.

After *wartburg.edu/shared/data* type / (forward slash) group share name. In the following example, it is typed: wartburg.edu/shared/data/**group_share name.**

Note: It is important to remember to type the / (forward slash), then the name of your group share.

Hit your enter key, and you will directed to your group share.

7. An authentication dialog box will appear and requesting your network credentials. Click on the Submit button and you will be directed to your group share.
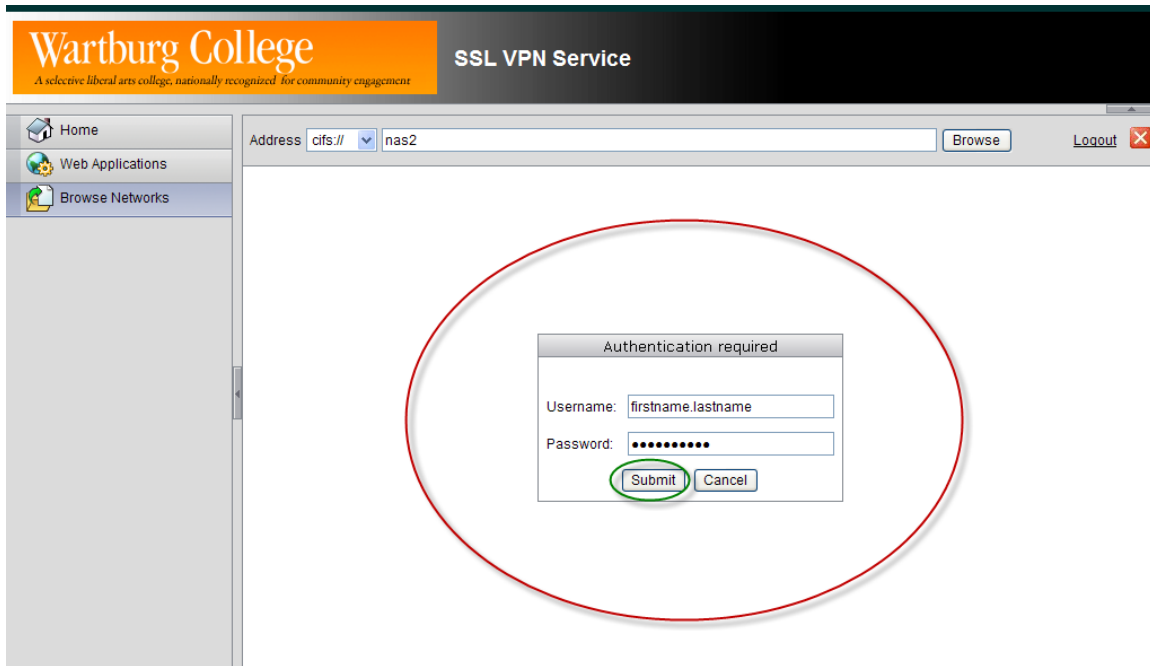

Notice that you have several icons below the address bar. These are standard icons that will give you the ability manage your group share. If you put your mouse over each icon, it will describe the function of each icon.
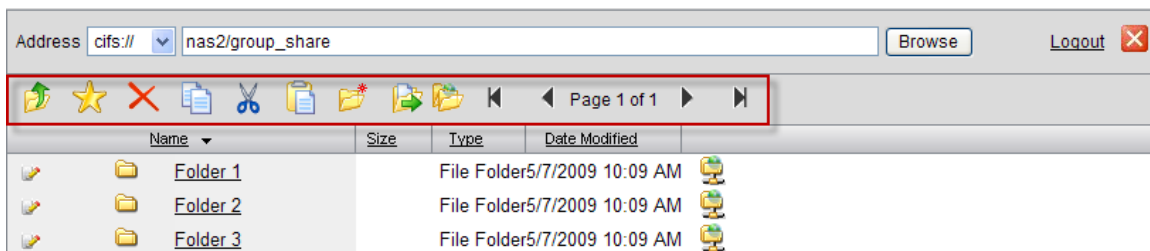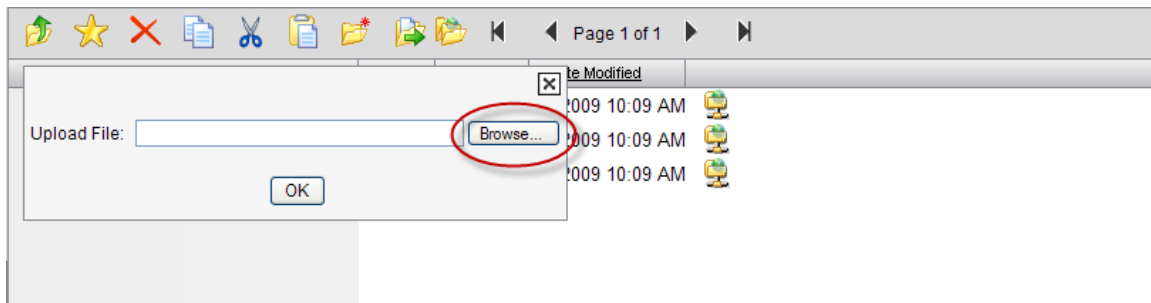

For example, to put a file that you created on your computer to your group share, you would do the following steps.
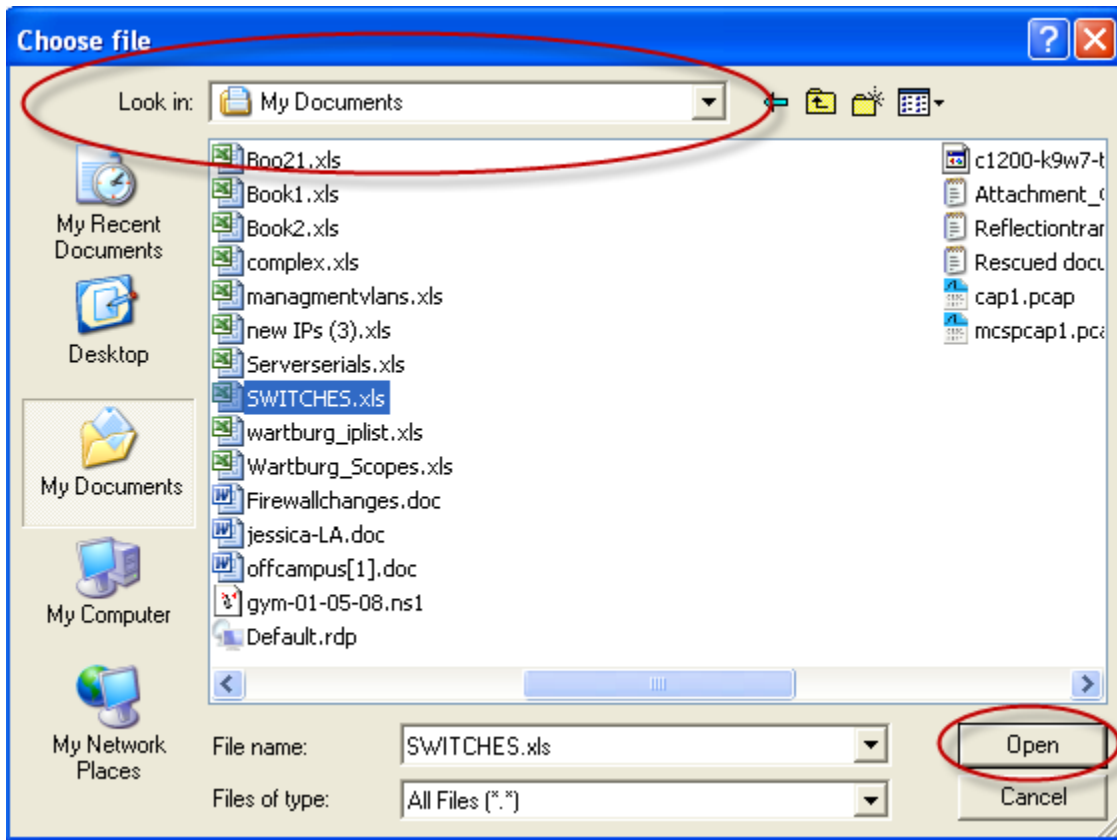
8. Select the Upload icon from the toolbar
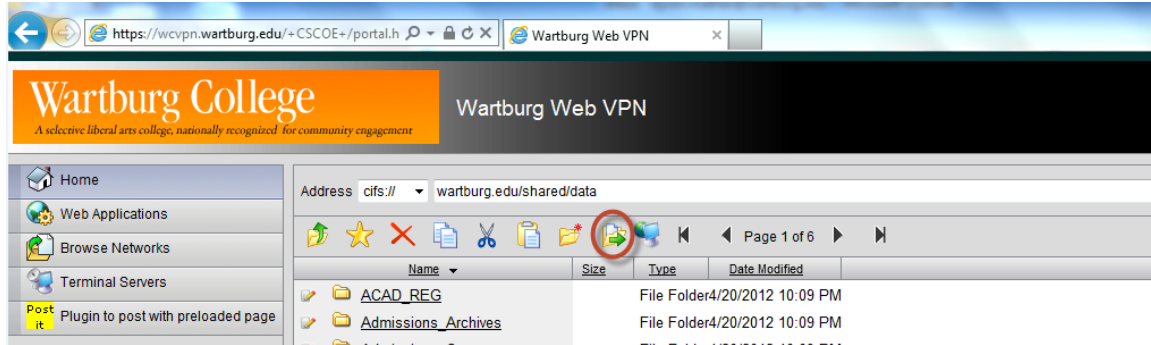
The Upload dialog box appears. You will need to put in the correct path where your file was saved. If you are unsure where your file is located, click the Browse, button to search for your file.
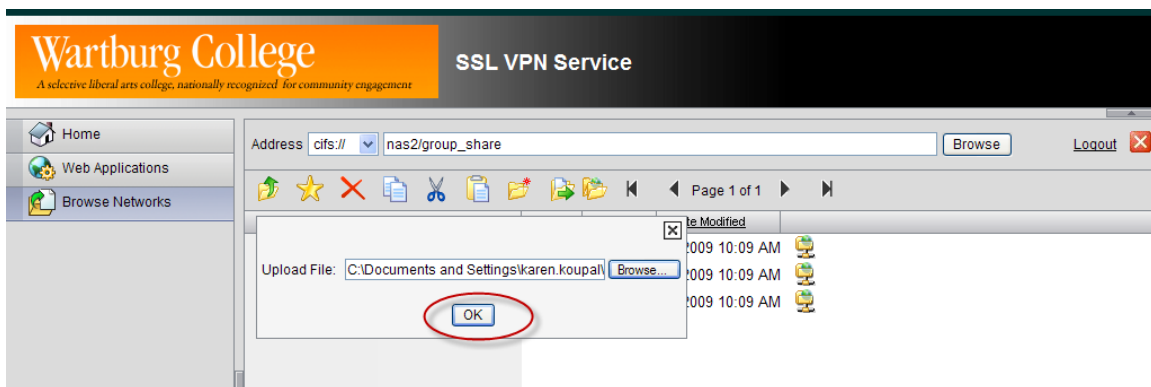
In this example, a file was saved in the My Documents folder on the local machine
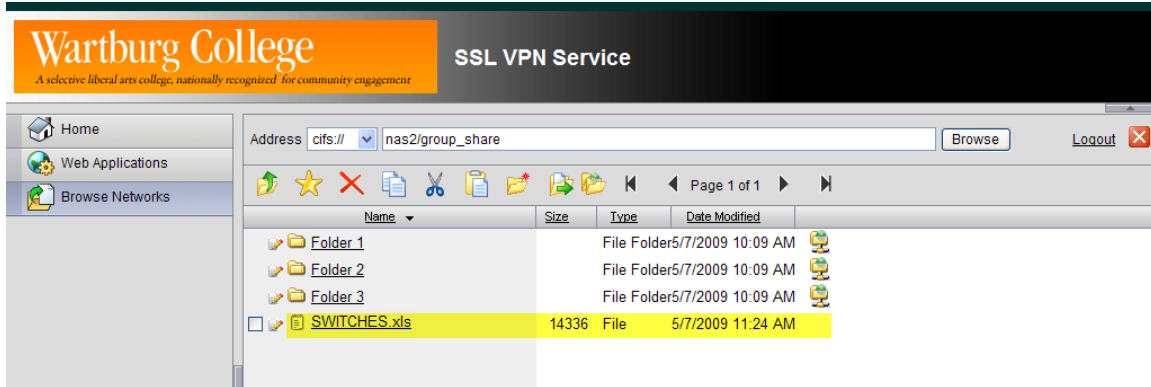

Select the file you want to upload to your Group share. In this example, the file name is switches.xls. Click on the file to select it. Next, Click on Open.
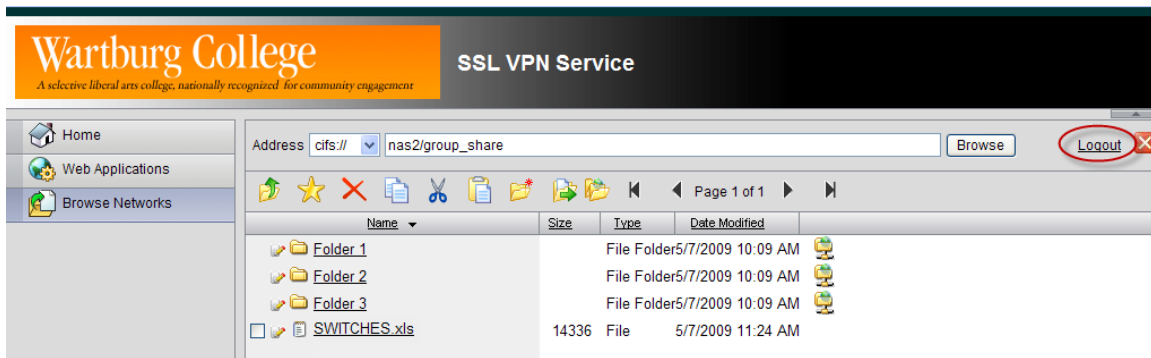
You will be directed back to the Upload dialog box, with the path of the filename filled in for you.

9. Click on OK and your file will be uploaded to your Group share.

10. When you are done using the Off-campus access, please remember to logout by clicking on Logout in the right hand corner of your screen.

11. After logging out, you will be directed to the following screen.