

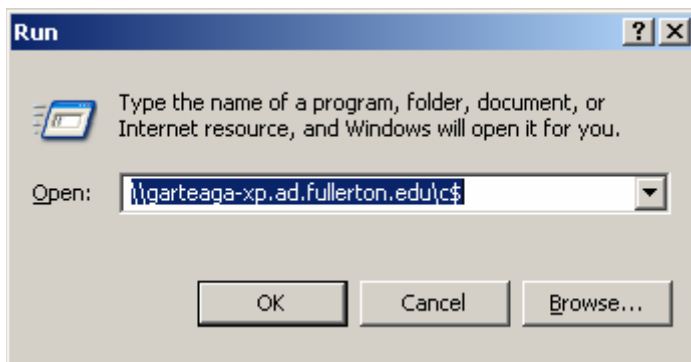
Connect to your work computer and access your files using VPN or Titan Internet Access

Note: In order to connect to your work computer, you will need to know your office computer name. To find your computer name on your office computer

1. Right click My Computer
2. Select Properties
3. Click the Computer Name tab
4. The computer name is on the line that reads Full Computer Name.

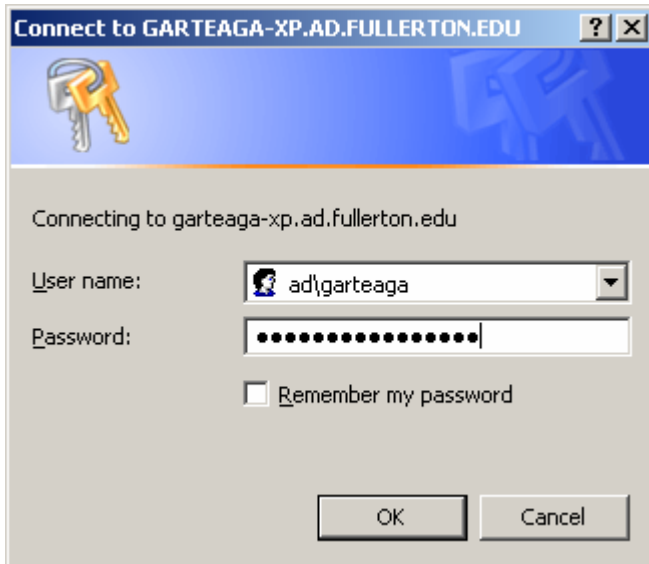
To connect to your office computer

1. Click the Start button on your Windows toolbar.
2. Click *Run...*
3. In the *Open:* box, type in the following: \\USERNAME-xp.ad.fullerton.edu\c\$ replacing USERNAME-xp.ad.fullerton.edu with the Full Computer Name in step 4 above. Remember to add the \c\$ at the end.
4. Click the *OK* button.

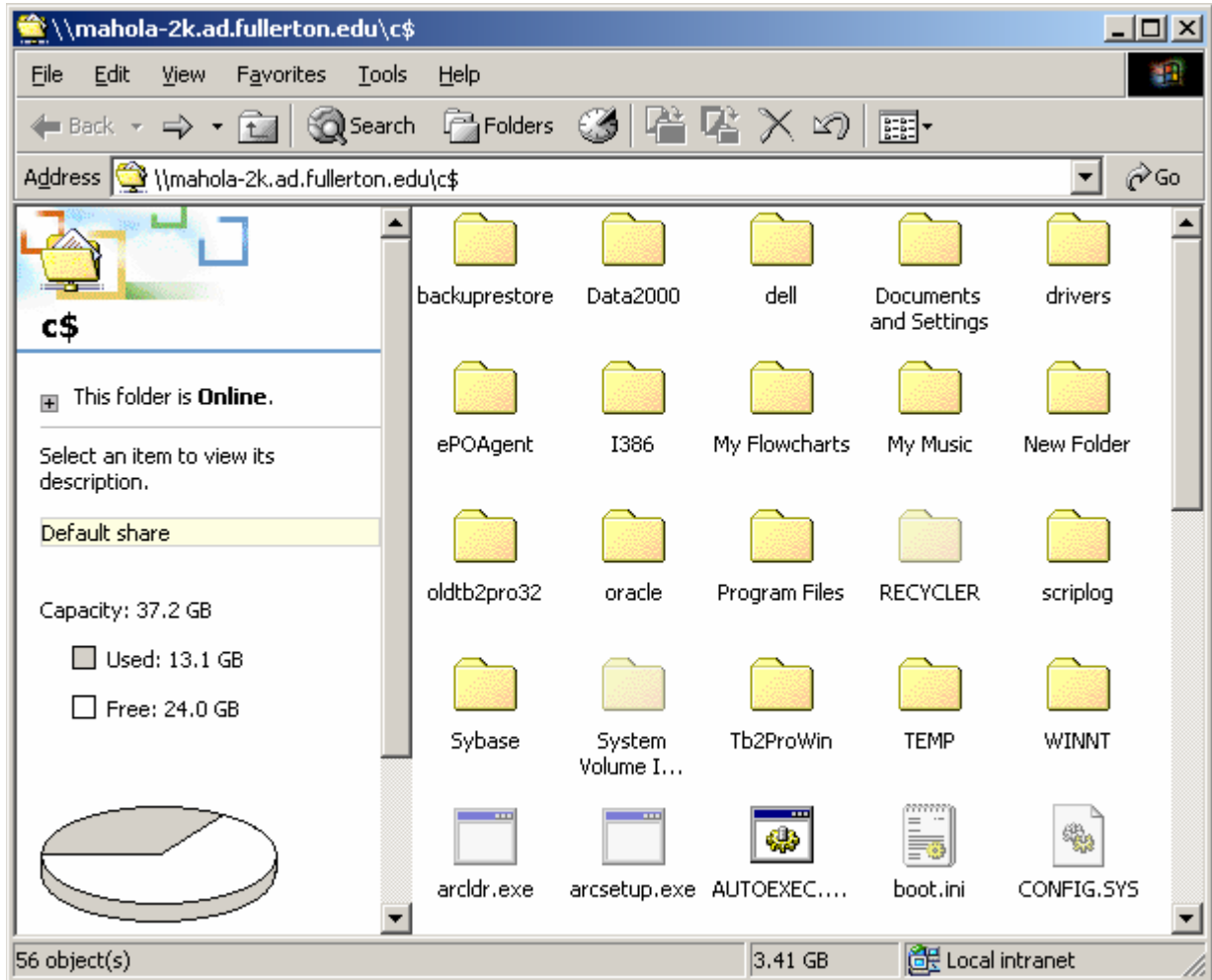


5. After a pause, you may be prompted for a network password. If you do not get the login window, please skip steps 6 and 7.

6. In the *Username:* box, enter ad\USERNAME where USERNAME is your campus email username
 - a. For example if your email address was garteaga@fullerton.edu you should enter ad\garteaga.
 - b. In the *Password:* box, enter your campus email password
7. Click the OK button.



8. You are now connected to your hard drive at work. You can create, copy, delete and modify files.

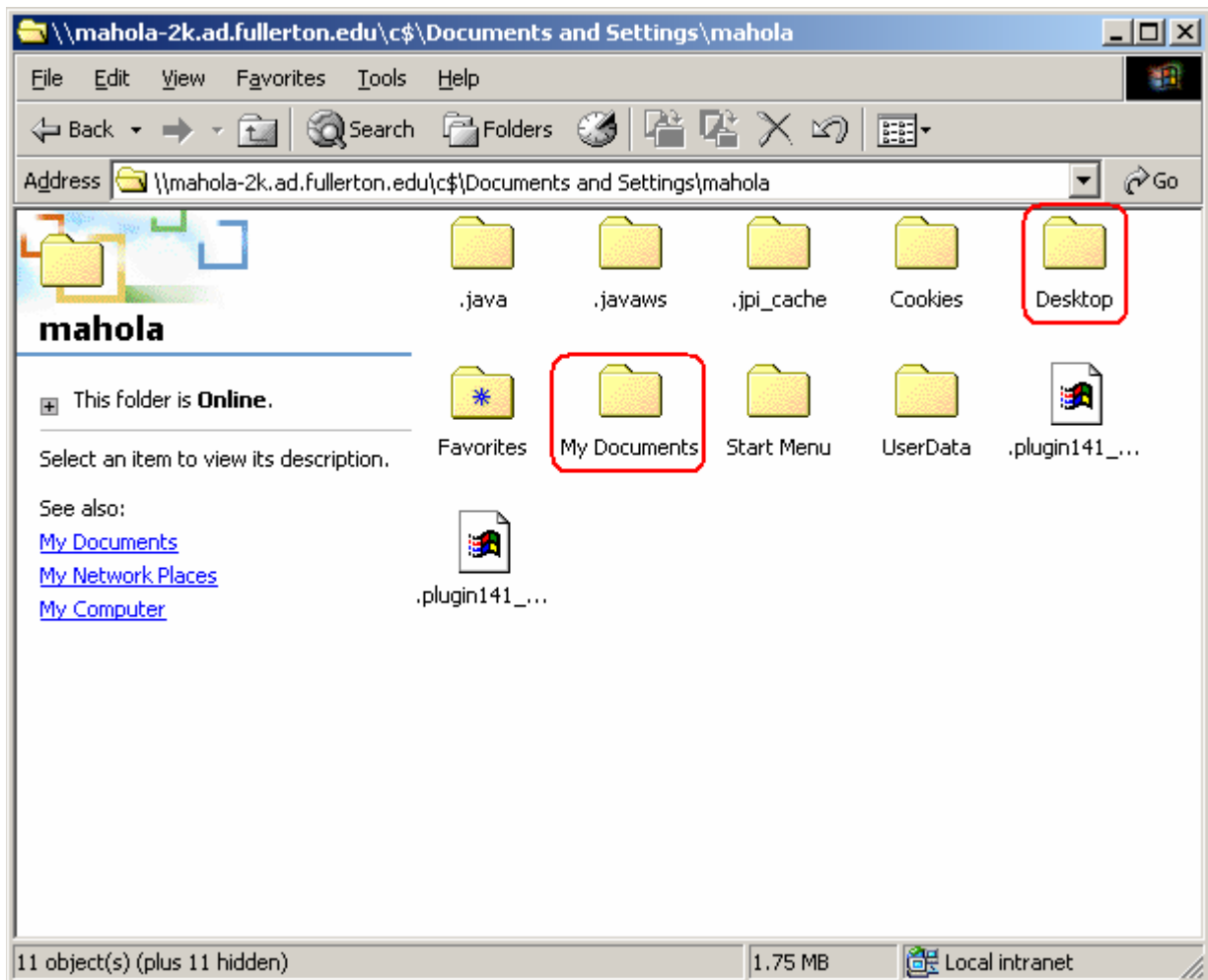


9. There are couple common places people store data:
- a. Your *Desktop* is located at c:\documents and settings\USERNAME\desktop where USERNAME is your campus email username

For example: c:\documents and setting\mahola\desktop

- b. Your *My Documents* folder is located at c:\documents and settings\USERNAME\My Documents.

For example: c:\documents and setting\mahola\my documents



Revised 7/25/2005