

## **How to remotely access your personal files and the project server**

### **a. On the Internet Explorer web browser open a web folder by clicking:**

File → Open → then enter any of the URL address listed below for the particular file you want to access

### **Personal Files:**

For faculty and staff: <https://sra.saud.ku.edu/faculty/username>

For students: <https://sra.saud.ku.edu/students/username>

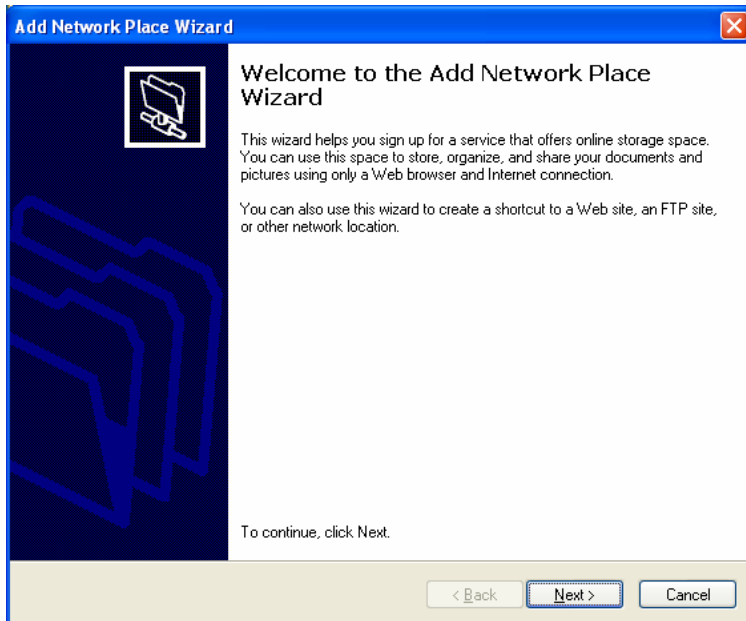
where [username](#) is your own SAUD account name

### **Project Server Files:**

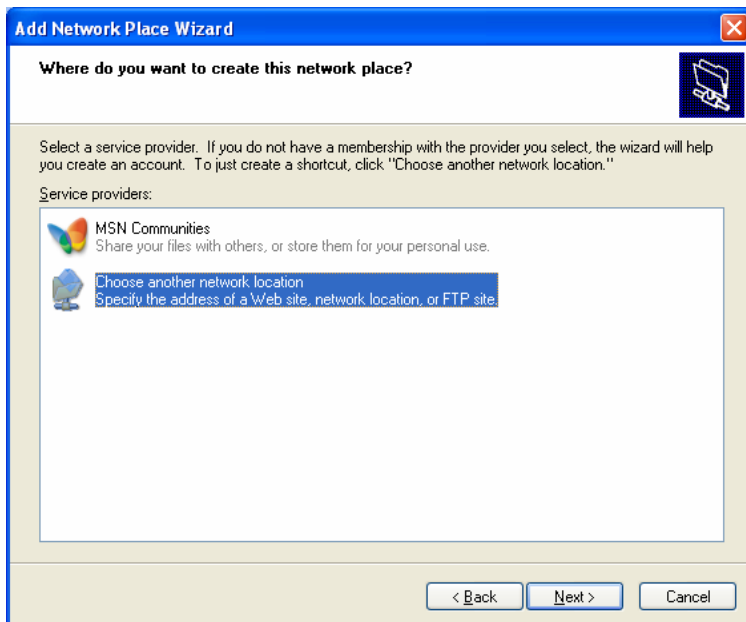
<https://sra.saud.ku.edu/projects/>

### **b) How to create a network place in your desktop? This step is only performed if you do not have an Internet explorer browser.**

(1) Create a Network Place by double clicking "My Network Places" on your Desktop and Clicking the "Add Network Place" link on the left.



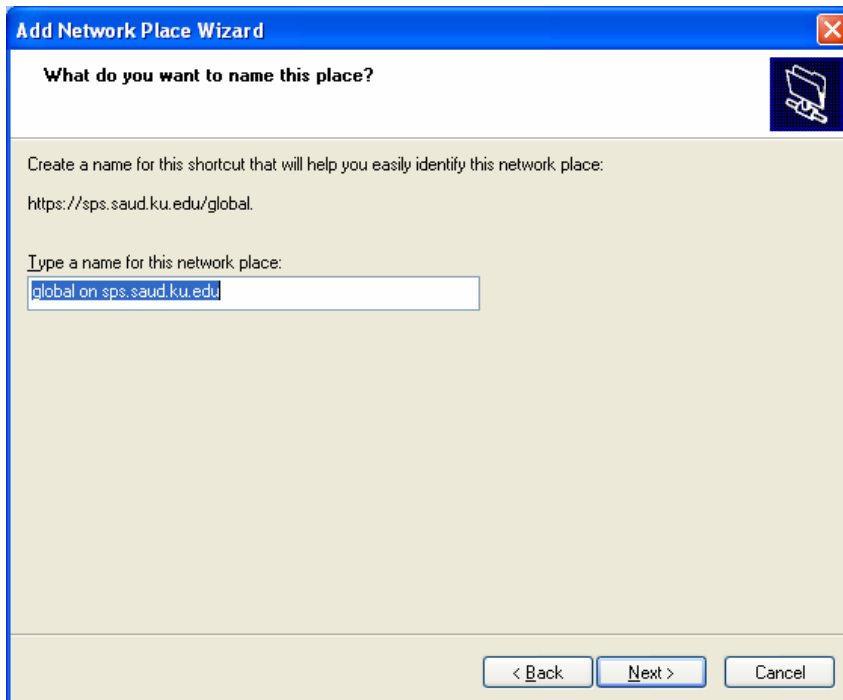
(2) Select choose another network location and click next



The following box will appear and you must retype your username. In this example the username is Bart.

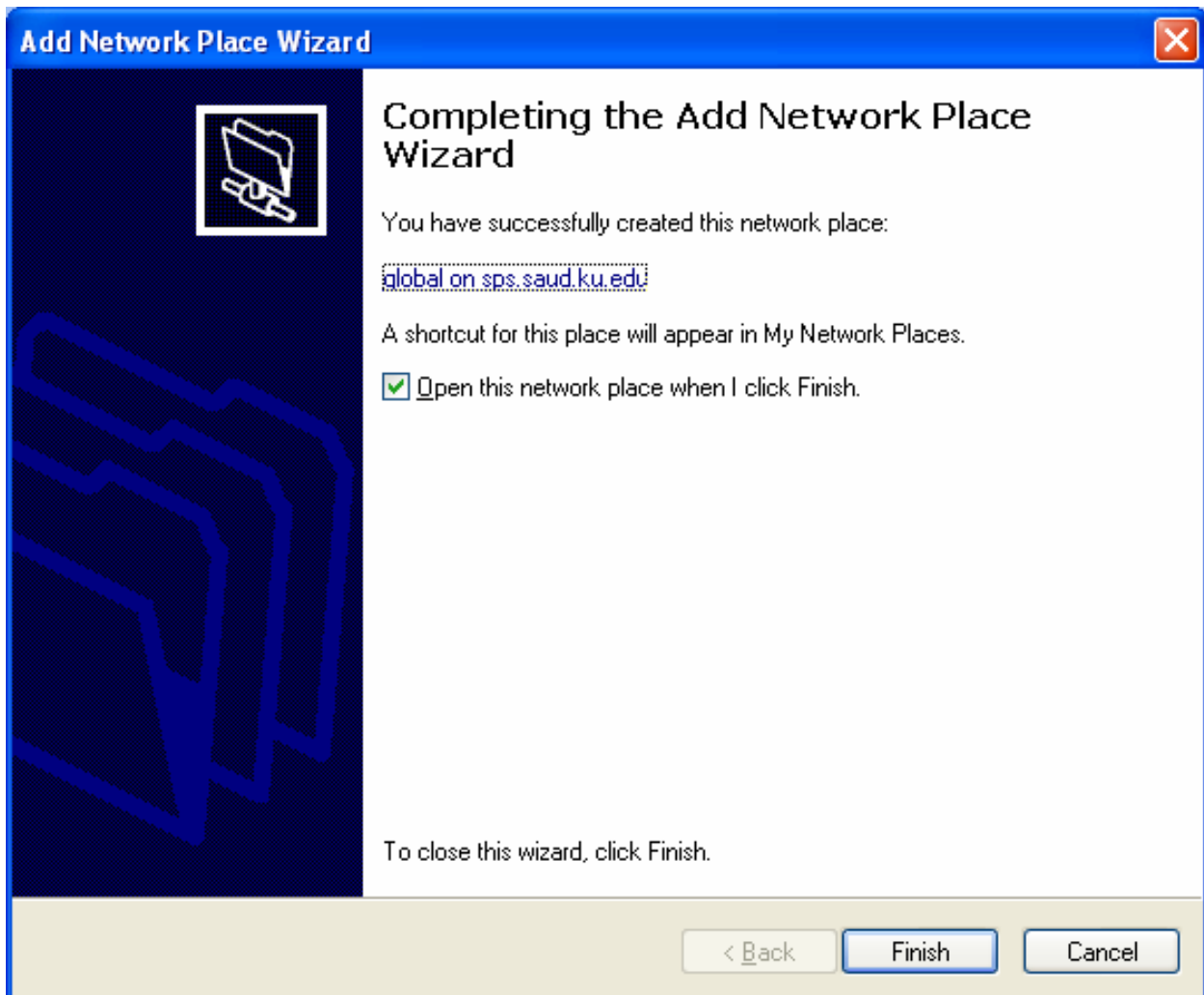


Also it is helpful to select the remember password box. Do not select remember password on a public machine...only do this on one you own.



(3) Next you will see a box asking you to type a friendly name for the location you created. This can be anything you want it to be. In this case we left the default.

(4) Finally you are done and get a confirmation screen like the one below. You may be prompted to login again after this step but the process is the same as the previous screen.



(5) This location will show up under your my network places icon and you can drag and drop files there. Additionally you can work directly from the folder but you will be required to authenticate each time you open a file...hence the comment above about checking the remember password box. If you do set this up on a public machine you must remember to delete the network places you create before you log off. To delete them simply open my network places and right click each one and select delete.

<b>Local</b>	<b>Location of files</b>	<b>Remote</b>
Z: drive	Personal Files	<a href="https://sra.saud.ku.edu/faculty/username">https://sra.saud.ku.edu/faculty/username</a> or <a href="https://sra.saud.ku.edu/students/username">https://sra.saud.ku.edu/students/username</a>
\\kahn\projects\index.htm	Project Server	<a href="https://sps.saud.ku.edu/projects/">https://sps.saud.ku.edu/projects/</a>
\\Kahn\global exchange	Global Exchange	<a href="https://sps.saud.ku.edu/global/">https://sps.saud.ku.edu/global/</a>