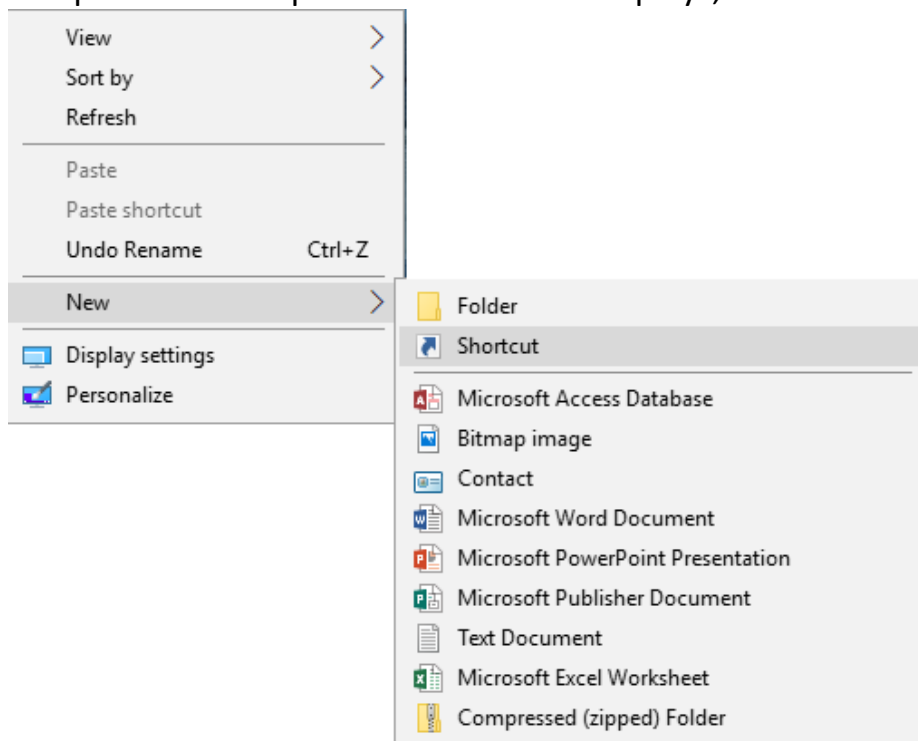


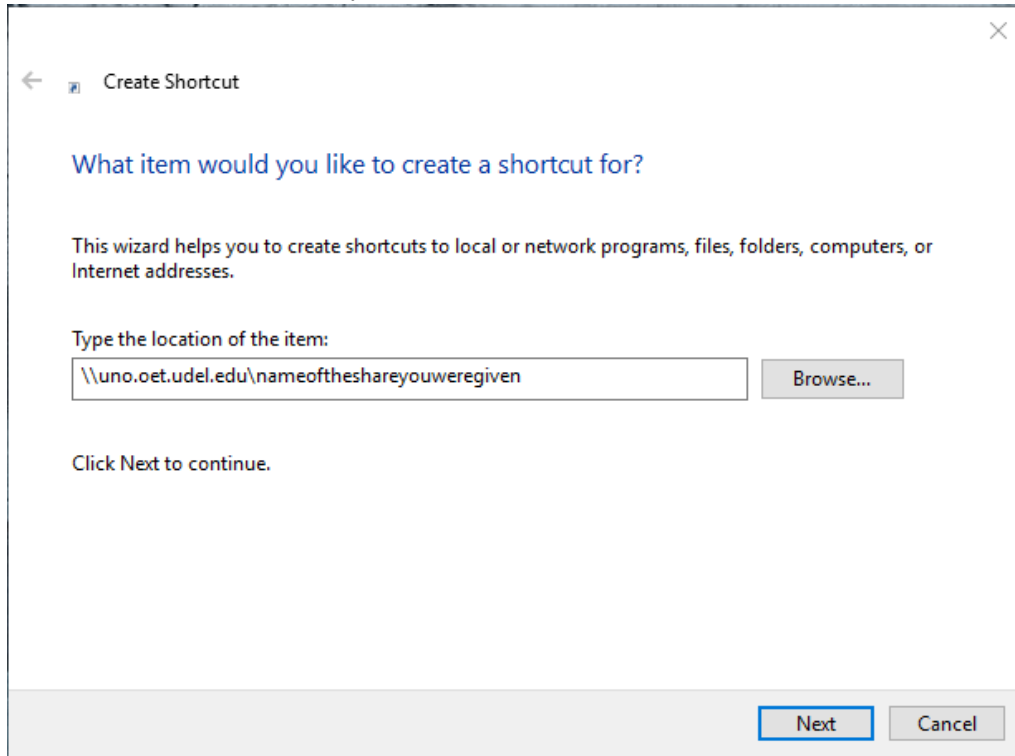
How to Connect to the H: Drive on an Off Campus Windows 10 Desktop

If you are using a personal off campus desktop, you will need to download, install, and connect to the AnyConnect VPN first using your UDelNet ID, password and 2FA code. The VPN may be downloaded from www.udel.edu/udeploy.

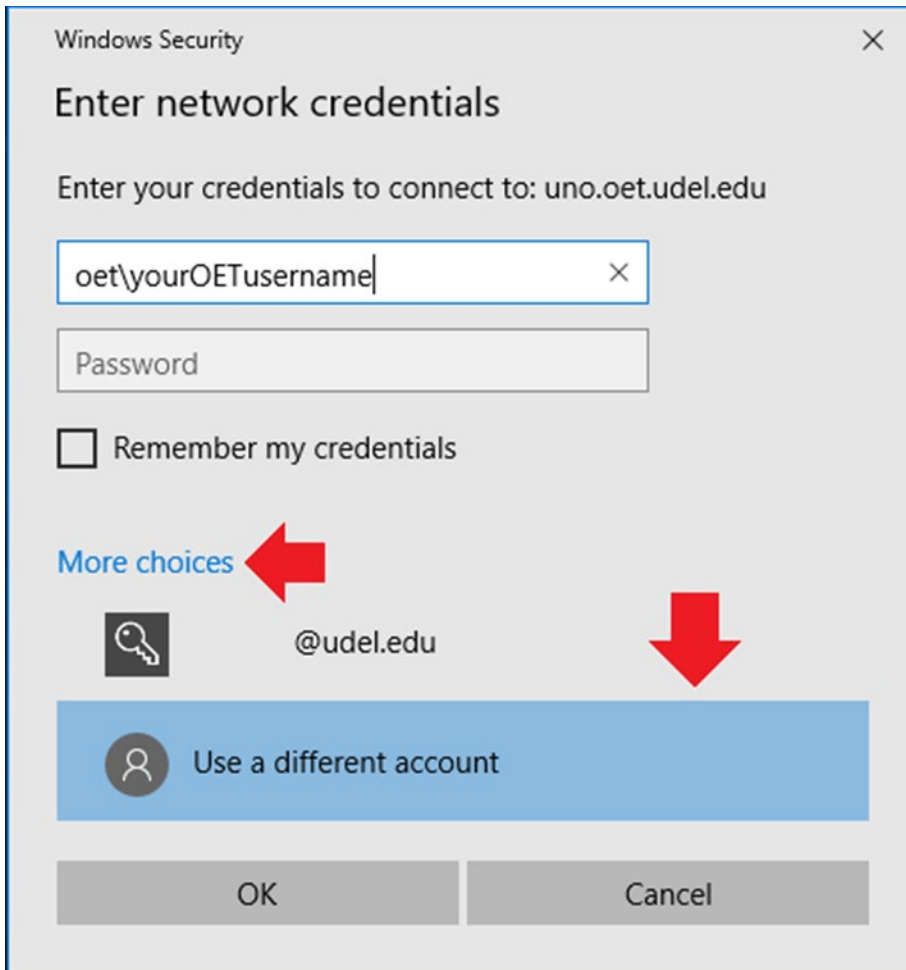
1. Once you are on the OET network, right click on a blank area of your computer's desktop. In the menu that displays, select **New > Shortcut**.



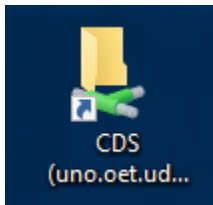
2. The **Create Shortcut** dialog box will open. In the **Type the location of the item** box, type [\\uno.oet.udel.edu\nameoftheshareyouweregiven](#). (i.e. CDS, TCS or CHEPDean). Click **Next** and **Finish**.



3. You will receive an authentication box that may have two options for you, either to log in with the computer account you are using or an option for **More Choices**. Always choose **More Choices** and select **Use a different account**. You should then enter **oet\yourOETusername** and your OET password in the box. Click OK.



4. You will now have a shortcut on your desktop to access your Share files.



If you have questions, please contact oet-help@udel.edu, use the help request form at www.oet.udel.edu, or call us at 302-831-8162.