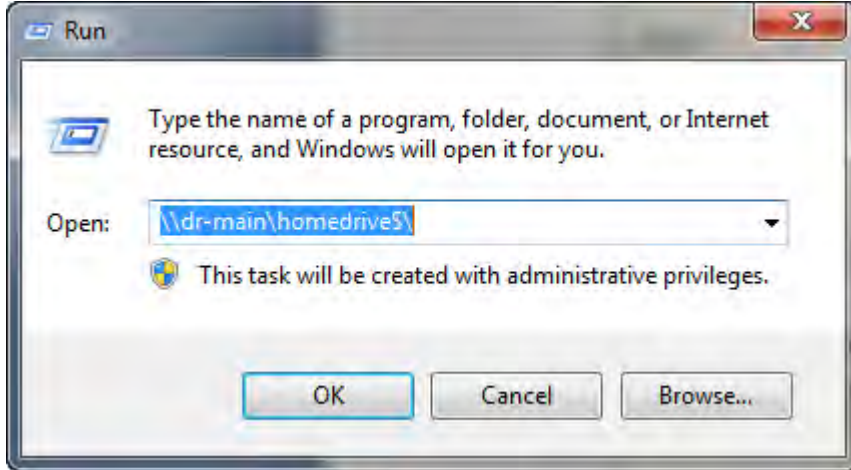


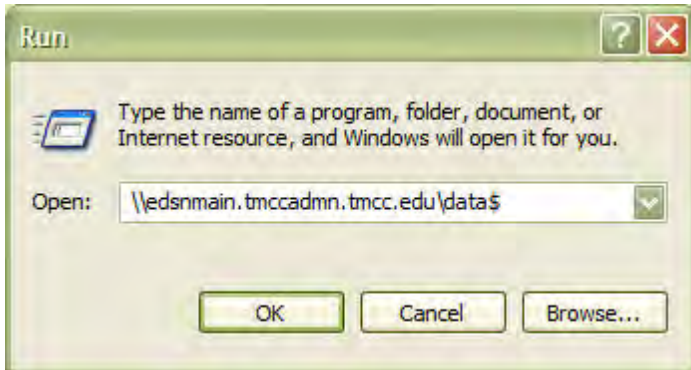
REMOTE NETWORK FILES ACCESS

Occasionally, faculty or staff may need to access files stored on the administrative file server from a non-TMCC location (i.e., from home or some other distant location if traveling). In addition, teaching faculty may also have a need to access files stored on the administrative file server from a classroom. To access your network files (typically found on your "H" drive if logged on to the TMCC network from an administrative computer), you will need to follow the steps below:

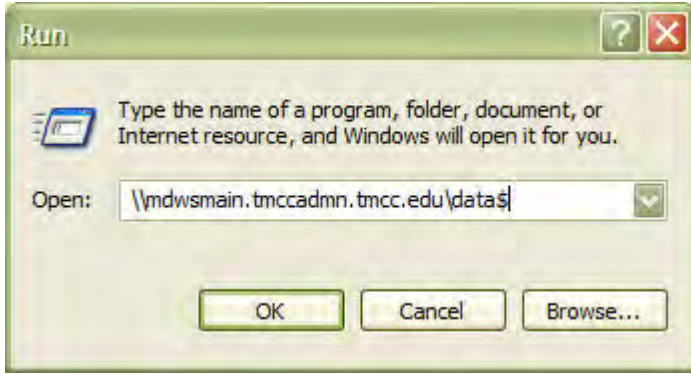
1. TMCC employees/emeritus will first need to use our Cisco VPN to create a remote connection to the TMCC network. See <http://www.tmcc.edu/ito/helpdesk/portal/>
2. Once connected to the TMCC network via the Cisco VPN, click on Start, then Run
3. Depending on which location your network files are stored type in the following:
 - For the Dandini campus, Performing Arts Center, and Regional Public Safety Center type in [\\dr-main\homedrive\\$](#)



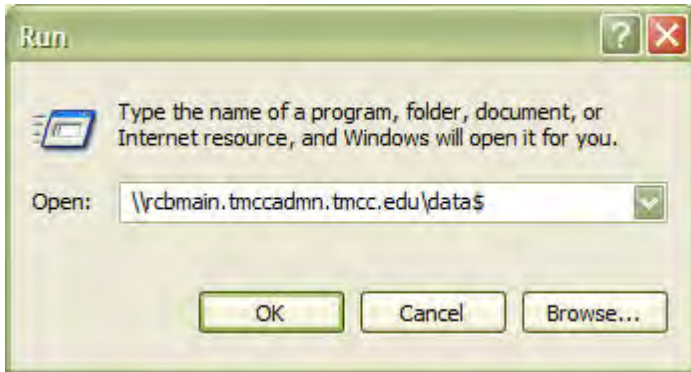
- For Edison (IGT Applied Technology Center), type in: [\\edsnmain.tmccadm.tmcc.edu\data\\$](#)



- For the Meadowood Center, type in: [\\mdwsmain.tmccadm.nmcc.edu\data\\$](\\mdwsmain.tmccadm.nmcc.edu\data$)

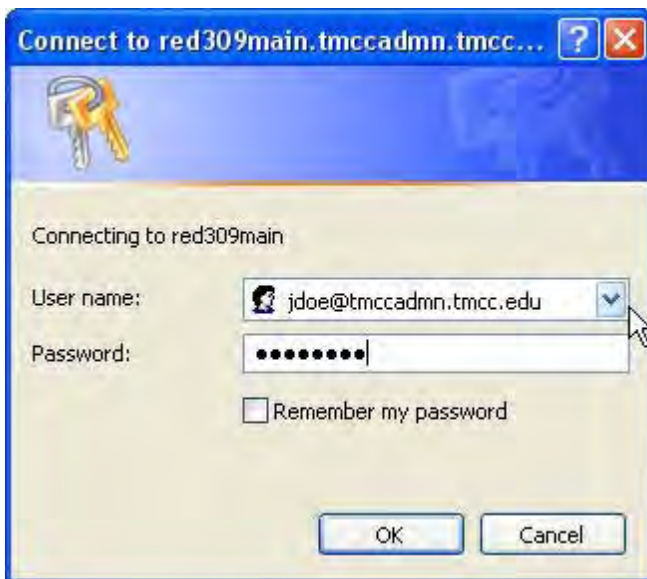


- For the Redfield (TMCC High Tech) Center, type in: [\\rcbmain.tmccadm.nmcc.edu\data\\$](\\rcbmain.tmccadm.nmcc.edu\data$)

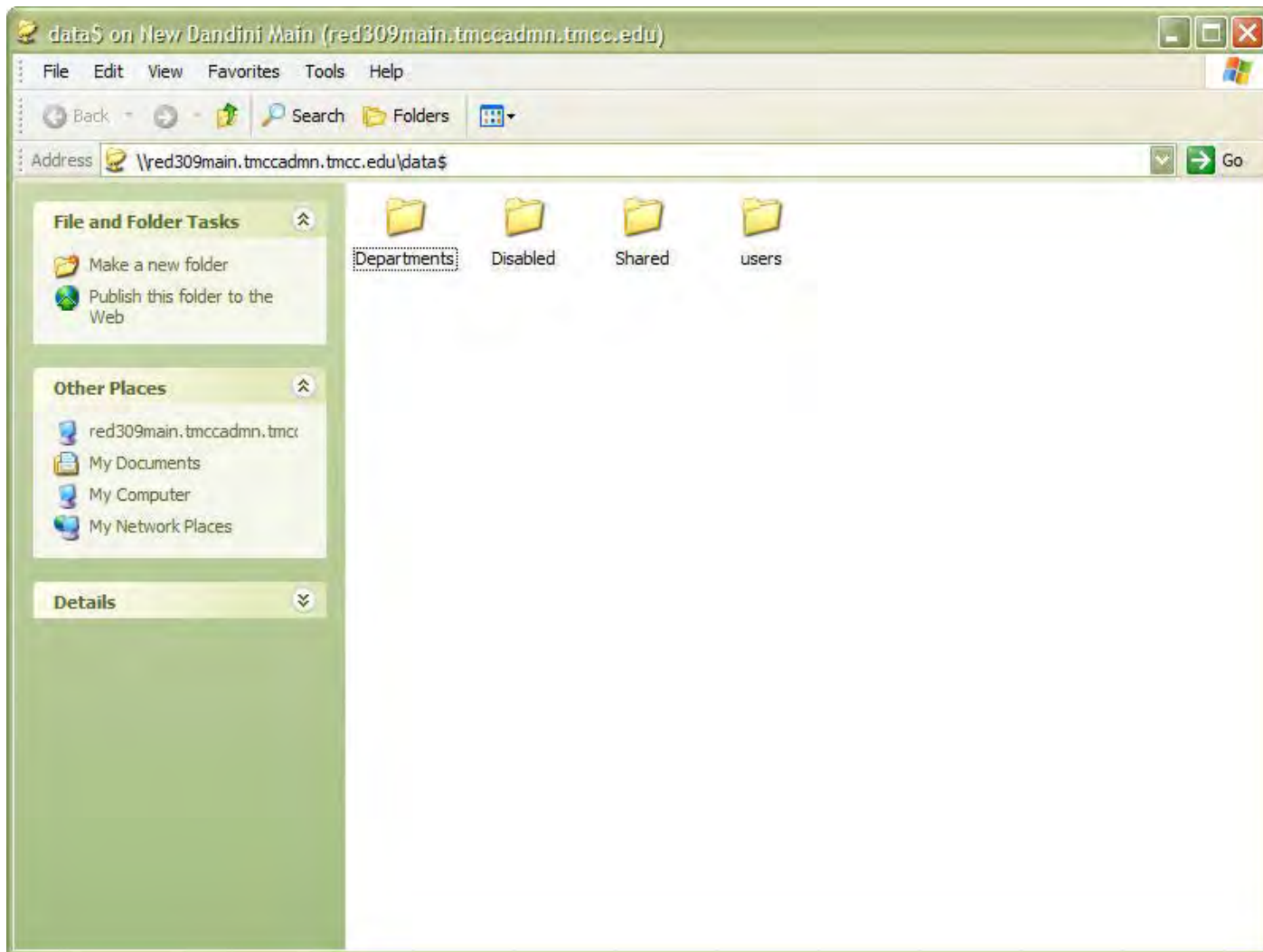


- Select OK.
- A login window like the one below will appear. Log in using either:
 - tmccadm\nusername (i.e., tmccadm\jdoe), or
 - username@tmccadm.nmcc.edu (i.e., jdoe@tmccadm.nmcc.edu as shown below)

Then, enter your network password (DO NOT check the "Remember my password" box)



6. A new window similar the one below may appear.



7. For users primarily located at the Dandini campus/Performing Arts Center/Regional Public Safety Training Center, you should see a folder with your name (network login name). Double-click on that folder to access your network files.

For users primarily located at the IGT Applied Technology Center/Meadowood Center/Redfield High Tech Center, double-click on the Users folder. You should see a folder with your name (network login name) appear. Double click on that folder and you will be able to access your files.

Again, these are the same files that you would normally access via the "H" drive from an administrative computer.

CAUTION: Be sure to log out of the academic computer or restart the academic computer or turn off the academic computer when you are finished. If you do not, the next person who runs \\servername.tmccadm.tncc.edu\homedrive\$ (or data\$) will gain direct access to your files. So again, be careful or others could gain access to your files stored on the network.