Accessing Files Remotely

Connect to VPN

To access network files remotely you will first need to connect to the TAMU VPN using Cisco AnyConnect. Information on how to use this can be found here: https://connect.tamu.edu/

Connection to the VPN uses your NetID credentials and requires that you have DUO turned on.

Additional information for the VPN can be found here Campus VPN.

Shortcut to Files

Then you need to create a shortcut on your desktop to the file server.

To create the shortcut on your desktop, right click anywhere in a blank area and select New then Shortcut. In the field for location enter (this must be entered exactly as seen below):

\\filesrv4.dsa.reldom.tamu.edu\Student Affairs

Click Next

Click Finish

Authentication to Shortcut

Once the shortcut is created when you access it you will be prompted for credentials.

The username is formatted as: dsa\yourusername

The password is whatever you have the password set for your DSA account.

Where's My Stuff

In the Departments folder you will find your department's name. Inside each department is a Staff folder, in this folder you will see a folder with your username. This folder contains the contents of your own Documents and Desktop.