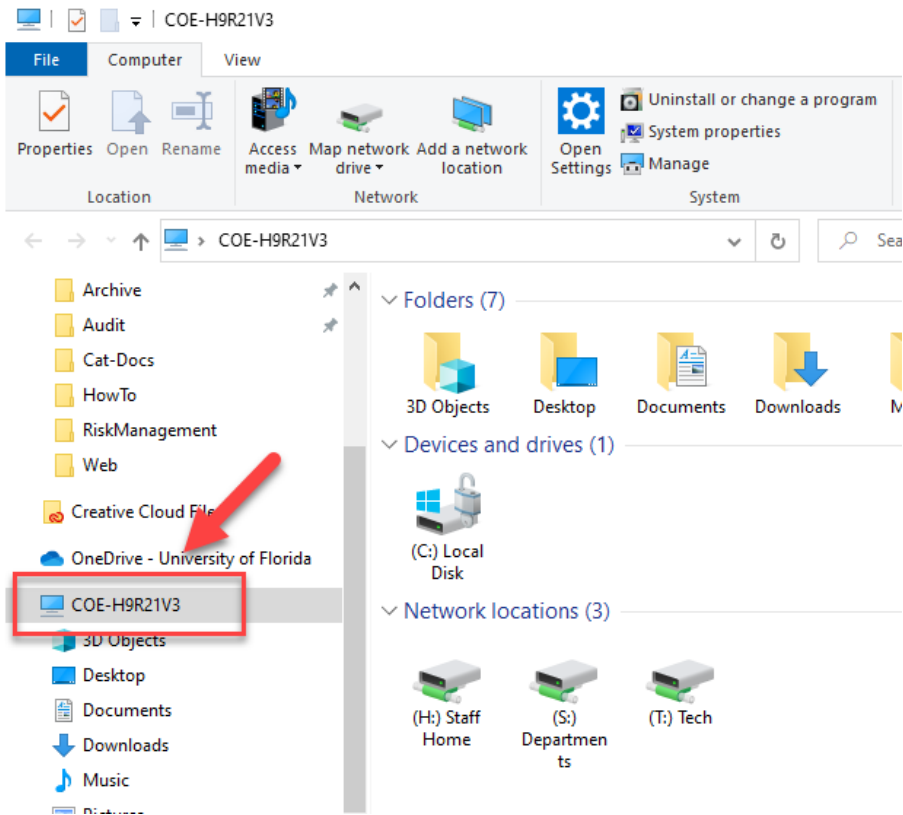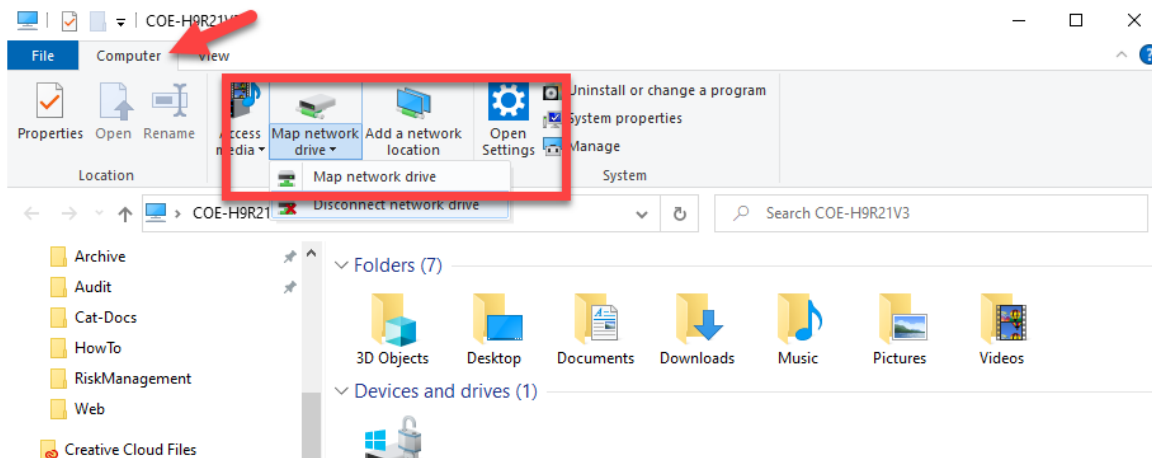**How to Access a COE Folder**

If your computer is connected to the UF network, you can access the share without connecting to a VPN. Here are the steps:

- Windows Desktop – This is automatic. Log out and back in for the permission changes to take effect.
- Windows Laptop (and off-site Windows devices)
    - Open File Explorer.
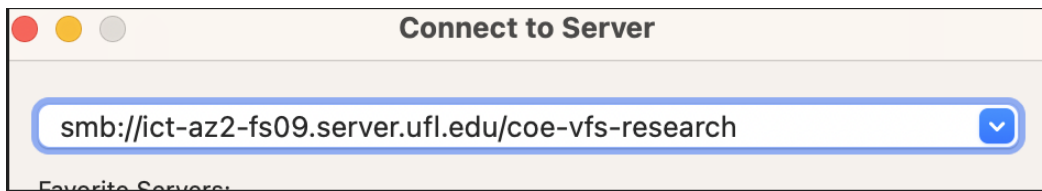   - Click "This PC" or your computer name.

- Under the Computer Tab, Click "Map Network Drive."

- o Drive: Pick a Drive Letter
- o Folder: Type the path provided
- o Reconnect at Sign-in – Checked

- • Mac
  - o Open Finder.
  - o Click "Go" from the menu options at the top of your screen.
  - o Select "Connect to Server."
  - o Type: smb://path, where "path" is the folder path provided to you.

Connect to Server

smb://ict-az2-fs09.server.ufl.edu/coe-vfs-research

Favorite Servers:

If off-campus, connecting to the UF VPN tunnel is required. Visit this page for the VPN Setup guide.