Connecting to Files (F:\) from a personal device over CNU GlobalProtect VPN

ⓘ These instructions assume a successful VPN connection, please navigate to the following page for information on connecting via VPN.

On a PC:

ⓘ Please note the \ between "CNUADMIN" and your ID number is required!

1. In a File Explorer window, type \\files.cnuadmin.cnu.edu (see example below)
2. Press Return/Enter
3. In the new "Enter network credentials" box
4. For User name, enter CNUADMIN\[ID number] example: CNUADMIN\00123456
5. Password: [CNU Connect Password]
6. You will see four folders appear in the File Explorer window
   a. Collaborative, Departments, Personal, and Scans

ⓘ Please remember that in order to maintain a connection to the files.cnuadmin.cnu.edu server, the VPN must remain connected. If your computer sleeps or reboots, you will have to reconnect to the VPN and follow these steps to connect to Files again.

On a Mac:

ⓘ Please note the \ between "CNUADMIN" and your ID number

1. In Finder, select Go | Connect to Server
2. In the "Connect to Server" window, type smb://files.cnuadmin.cnu.edu, press Return/Enter
3. You will be prompted for your CNU Connect credentials
   a. Name: CNUADMIN\[ID NUMBER] example: CNUADMIN\00123456
   b. Password: [CNU Connect Password]
4. Press the **Connect** button
5. You will be presented with a list of "volumes" to select from
   a. For your department, click Departments and click OK
   b. For a Collaborative folder, click Collaborative and click OK
   c. For a Personal folder, click Personal and click OK

ⓘ Please remember that in order to maintain a connection to the files.cnuadmin.cnu.edu server, the VPN must remain connected. If your computer sleeps or reboots, you will have to reconnect to the VPN and follow these steps to connect to Files again.