



A Guide to the Tufts Network

School of Arts and Sciences

School of Engineering

Fletcher School of Law and Diplomacy

What the Tufts Network has to Offer

The Tufts network allows you access to your personal and shared departmental files while on and off campus. In addition to print and application services the Tufts network also provides you access to the Tufts Services menu which contains links to install common software and shortcuts to financial services. When you log on to a computer on the Tufts network, for example the computer in your office, three important network drives will be automatically mapped to **My Computer (Computer for Windows Vista and Windows 7 users)**.

The P: Drive

The P: drive is a personal network space for you to store data that you do not need to share within the department. You can access your P drive by logging on to any computer on the Tufts network.

The Q: Drive

The Q: drive is a shared network space that is accessible by all members of your department. The Q: drive can be used to store and transfer information between members of your department.

The X: Drive

The X: drive stores network utilities and common software used by your computer. You will not need to access information on this drive.

Logging on to the Tufts Network with VPN

While traveling on business or working at home, you may need to access your P: or Q: drive or another Tufts network resource. **Tufts SSL VPN** is the university solution that allows you to log on remotely to the Tufts network while you are working from off campus.

Tufts SSL VPN uses a web browser to grant access to your P: and Q: drives on any computer.

For detailed questions regarding the VPN option, please contact your FSP.

Logging on to the Tufts Network with Tufts SSL VPN

If you only need to access files saved to your P: and Q: drives, you can log on to Tufts SSL VPN.

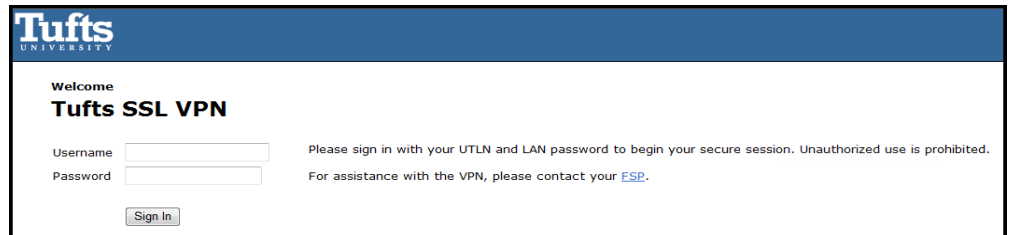
Logging on to Tufts SSL VPN:

Open up an internet browser.

Navigate to <https://vpn.tufts.edu>.

- In the box labeled **User name**, enter your Tufts network username (for example, jsmith01).
- In the box labeled **Password**, enter your Tufts network password (i.e., your LAN password) just as you would in your office or in a public lab.

Click on the button labeled **Sign In**.



Tufts
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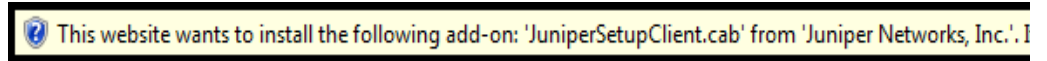
Welcome
Tufts SSL VPN

Username Please sign in with your UTLN and LAN password to begin your secure session. Unauthorized use is prohibited.

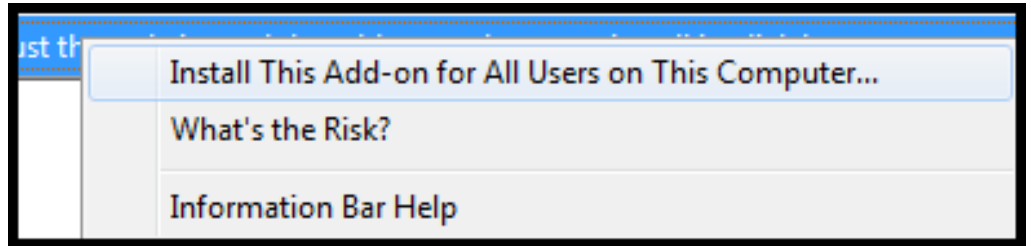
Password For assistance with the VPN, please contact your [FSP](#).

- After successfully logging in to the VPN client for the **first time**, you will be prompted with an ActiveX control dialogue box if you're an Internet Explorer user.
- Mozilla based web browsers (Firefox, Safari, Chrome) will prompt you to install a plug-in instead. The process is pretty straight forward regardless of whether you choose to use IE or not.

Note: The screenshots below are taken from Internet Explorer

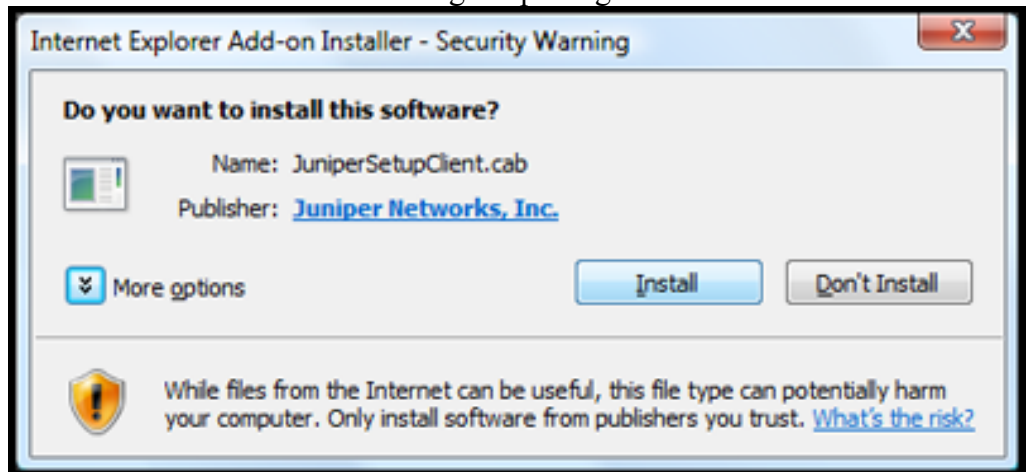


- Click on the prompt to reveal your choices and select the first option, “**Install this Add-on for All Users on This Computer...**”

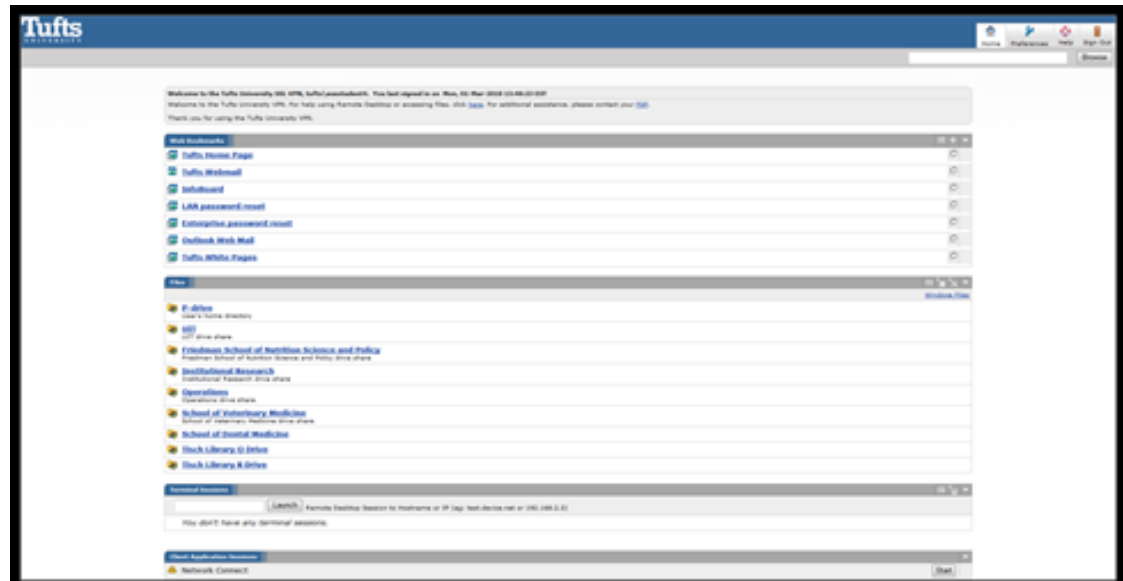


Note: Windows Vista or Windows 7 users may be further prompted with a UAC warning. Follow the prompts to continue with the installation.

- Select **Install** to finish the installing the package.



- The Tufts University SSL VPN page will appear.

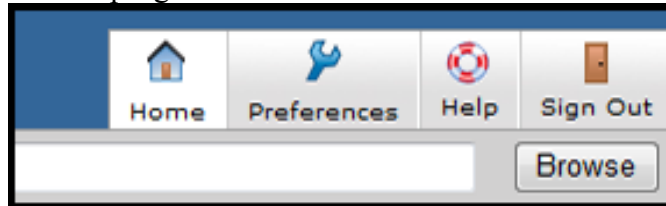


The **Home** screen as it's known is broken into 5 distinct areas:

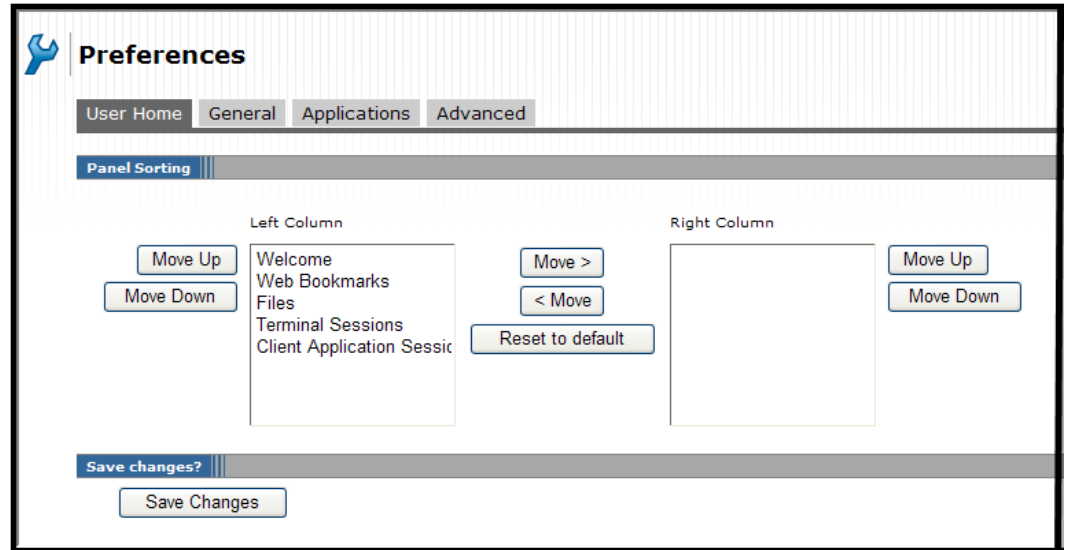
1. A Welcome message displaying your **login** information as well helpful links to detailed documentation and FSP listings
2. A list of links to important sites affiliated with Tufts called your **Web Bookmarks**.
3. **Files**, a link to locations containing important data essential to your job at Tufts.
4. **Terminal Sessions**, a method for remotely connecting to an office machine so that you may work as if you were sitting at your desk.
5. **Client Application Sessions**, a tool that can be used to establish a Tufts network address in the event that you cannot connect to services otherwise.

*Note: Many of these areas are customizable so that you can create personal links. The ones that are loaded by default are **permanent** links that may or may not have to do with any concerning your workflow. These areas can also be hidden or moved around.*

In the top right corner of the **Home** screen are four important buttons.



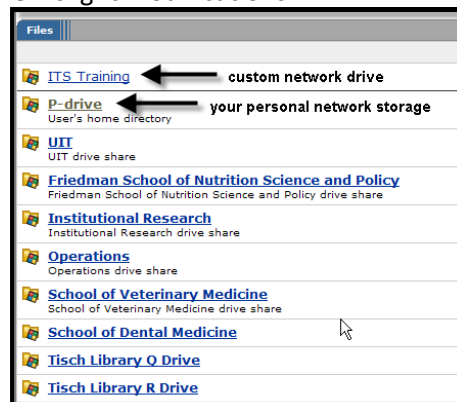
- The **Home** button will always bring you back to this screen.
- **Preferences** will allow you to customize the arrangement of the five areas on the Home screen.



- The **Help** button links to documentation created by UIT meant to serve a broad, overview purpose for the entire Tufts' community.
- **Sign Out** is an essential button that should be used to end your session each time you have finished working.

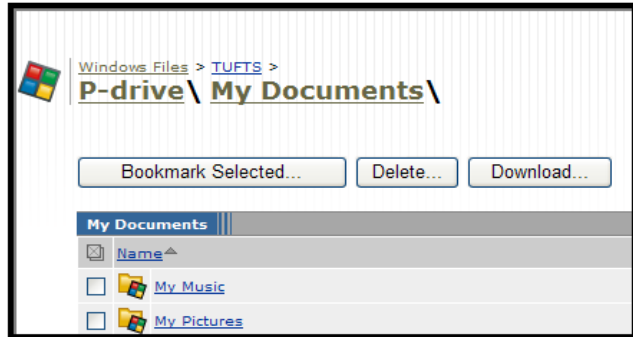
The Files Pane

As mentioned, The **Files** Pane contains many useful links to locations which house university data (e.g., your P and Q drives). Everyone who uses the **SSL VPN** web interface automatically has his or her P drive mapped by default. In order to map your departmental drive (i.e., your Q drive), you will need make a few slight modifications.

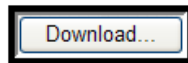


The P drive

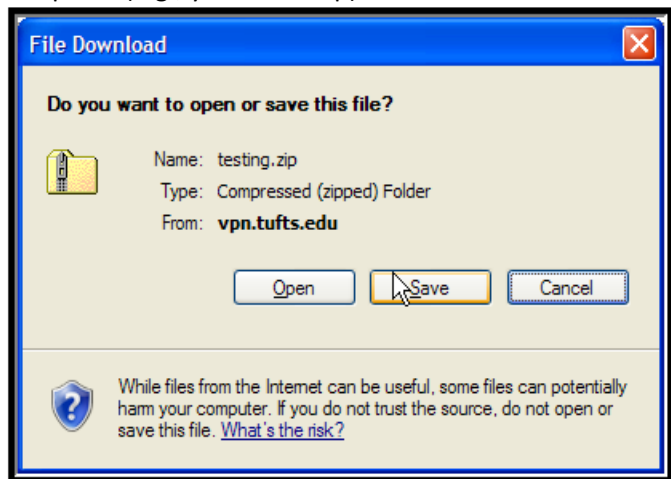
1. To open the contents of your P drive, simply click on the link named **P-drive**.
2. Folders will be listed at the top followed by the individual files on your P drive listed alphabetically.
 - a. Clicking a folder will change your directory to the contents of that folder
 - i. To return to a top level folder, click on the name of the folder (e.g., **P-drive** in the screenshot below).



- b. Clicking a file will prompt you to download the file to the computer you are using.
 - i. To download multiple files, check off each file you wish to download in the box to the left of its name. Click the **Download** button at the top of the window to continue.



- ii. The files will automatically be compressed into a zip format and the subsequent screen asks to give a name to the zip file. Press **Download** again to continue
- iii. You may be prompted with a security warning bar in your web browser. Click on the bar and select **Download file** to continue and then choose **Save** to choose a location where you can save the files on your computer (e.g., your Desktop).



The Q drive

Although some network drives show up by default, most likely your department's drive (a.k.a. your Q drive) most likely will not show up without some tweaking first.

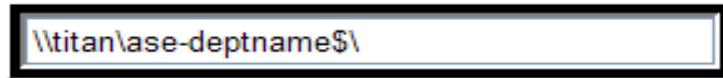
In the screenshot above, you may notice that the custom network drive "ITS Training" appears above the permanently linked files and is separated by a thin, dark line from them.

To map your department's network storage space (the **Q drive**):

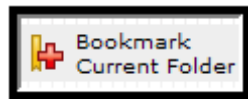
1. Click on the **Add a Windows Directory** button to begin.



2. A new window will open asking you to find the folder you want to map and to bookmark it
 - a. **Note: It is crucial at this point that you have received this information from your department's support person.**
3. Locate the white search box in the top right corner of the screen and enter the information provided by your FSP.



4. Click the **Browse** button.
5. A new window will open showing the contents of your Q drive.
6. Click the **Bookmark Current Folder** button on the right.
7. Give the folder a descriptive name (e.g., Q drive or Department Drive)
8. Click **Add Bookmark**.
9. Your drive will now appear in the **Files Pane** below the permanent links.
 - a. If you prefer your Q drive to appear on top:



- i. Click the **Panel Preferences** icon on the right side of the gray **Files** bar.



- ii. In the **Options** area, check off the box labeled **Display my file bookmarks before the permanent file bookmarks**.
 - iii. Click **Save Changes**.
10. The file navigation for the Q drive is exactly like the P drive. Please see the section above for specifics.