

Connecting to Your Share Drive

These instructions assume that you are working on a Yale computer, or your personal computer that is properly connected with your NetID and Password through a wired network connection, YaleSecure or Yale VPN.

A description of Yale VPN and instructions on how to install it are at the end of this document.

About Share Drives:

Access to shares hosted by Yale are controlled by network permission groups that must contain your NetID in order to get access to the corresponding share.

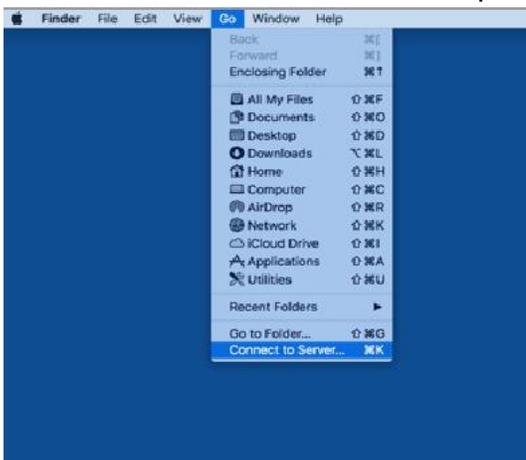
NetID's are added to these groups at the beginning of each semester, based on course enrollment, or by request at any time.

Network Share Folder

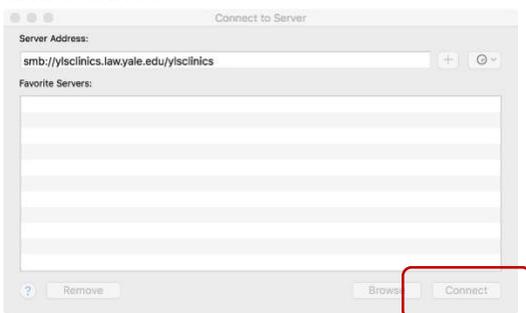
You will need the specific address path to access the shared drive. For Mac, this will start with **smb://** and for PC it will start with ****.

How to Connect for MAC

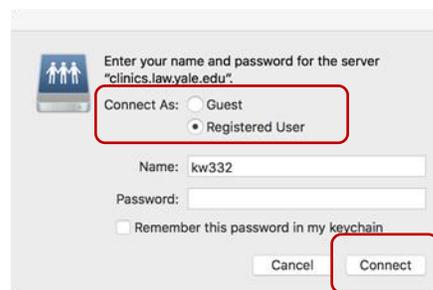
Step 1. Open Finder, pull down the Go menu, then select Connect to Server, or press **⌘K**



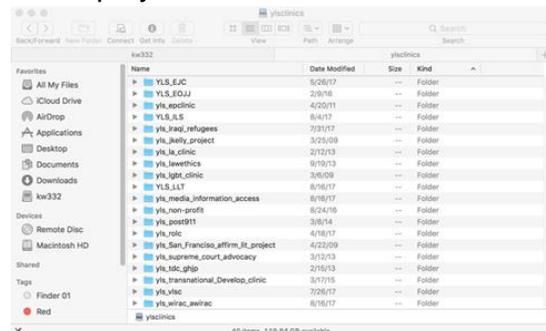
Step 2. Enter the server address, an example is the clinic server: **smb://ylsclinics.law.yale.edu/ylsclinics** and Connect



Step 3. To authenticate your access, select Registered User, then enter your Yale NetID and password, then click Connect



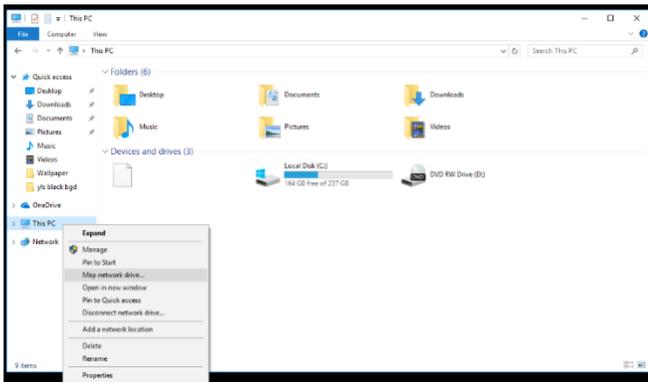
Step 4. Your network share folders should now be displayed.



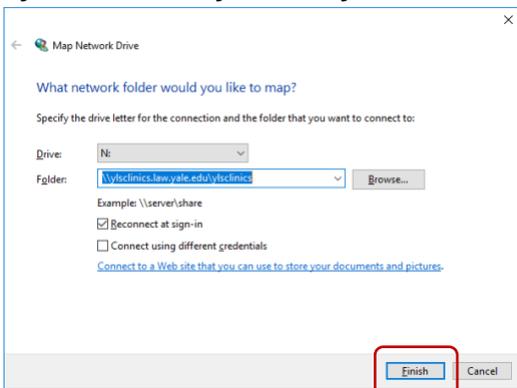
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How to Connect for Windows

Step 1. Open Windows File Explorer and go to This PC. Right click and select Map Network Drive.

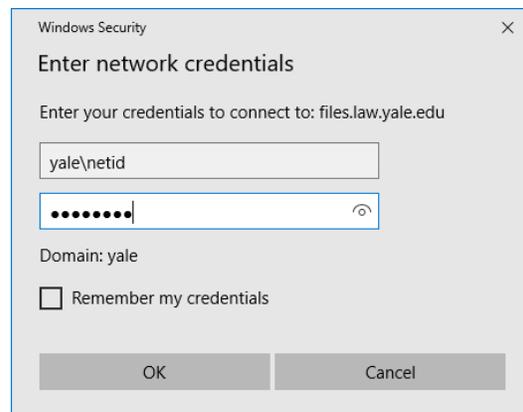


Step 2. Select the Drive Letter that you want to use then enter the server path into the Folder field. An example is: \\yIsclinics.law.yale.edu\yIsclinics and Finish.

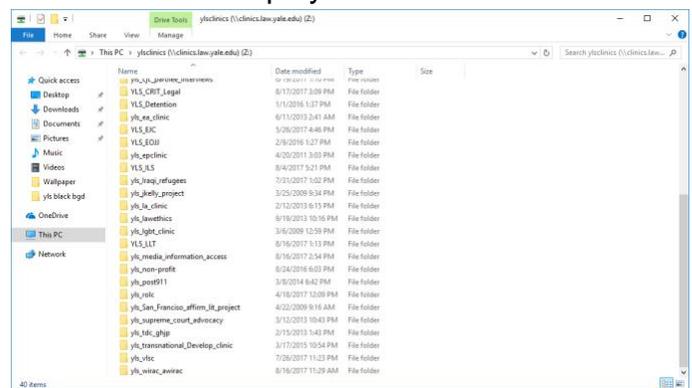


Step 3. To authenticate your access, enter yale\NetID and your password, then OK

It's imperative that you use yale\ with your Yale NetID to authenticate here.



Step 4. Your list of network share folders should now be displayed.



VPN Access

VPN is Virtual Private Network. Yale VPN allows you to connect to Yale's electronic resources when you are not on campus. Conceptually, this is like connecting to YaleSecure when you're not at Yale.

To install the Cisco Anyconnect VPN Client go to: <https://software.yale.edu> and download and install the appropriate version for your computer.

You will also need to use Yale's Multi-Factor Authentication (MFA) to install this service. If you don't have MFA setup, or don't know what it is then you should contact us at law.help@yale.edu

Once you install the software and run it for the first time, you may need to enter "access.yale.edu" in the field that appears, then click Connect. Only then will the fields for NetID and password and multi-factor authentication appear.