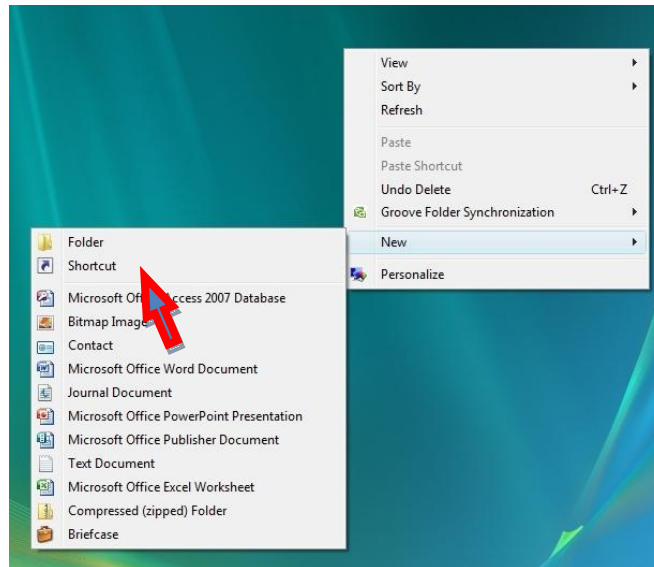


Vancouver Island University

Create a Desktop Shortcut to your “U” drive for Windows® Vista

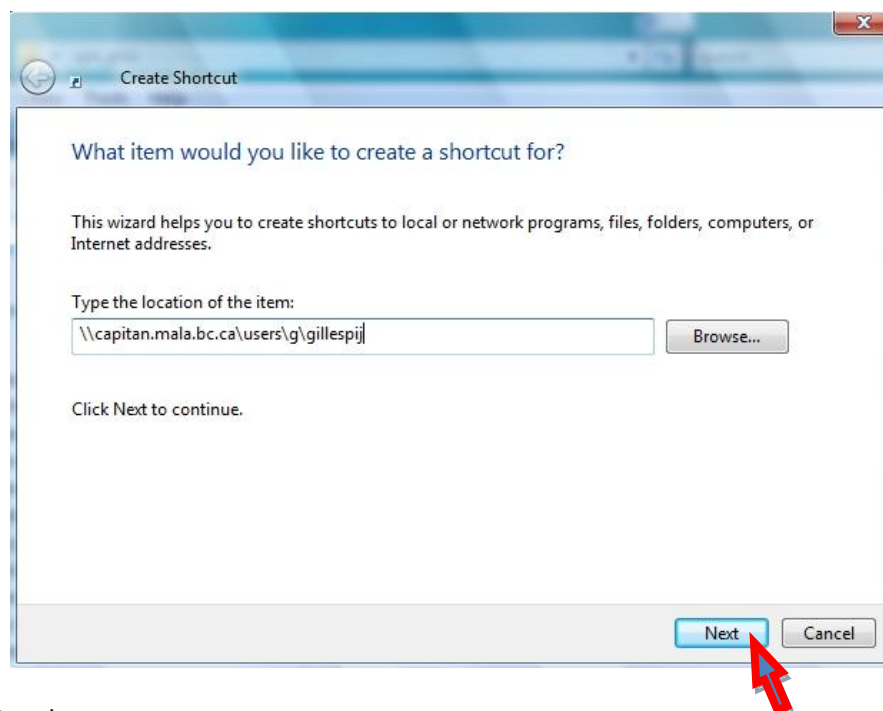
- **Right Click** on an open area of your desktop, and go to New. On the fly out menu click on **Shortcut**



- Type in the path to your “U” drive <\\Capitan.mala.bc.ca\Users\U\Username> substituting the <\\U> for the first letter of your username, and then your username

Example: <\\Capitan.mala.bc.ca\Users\G\Gillespij>

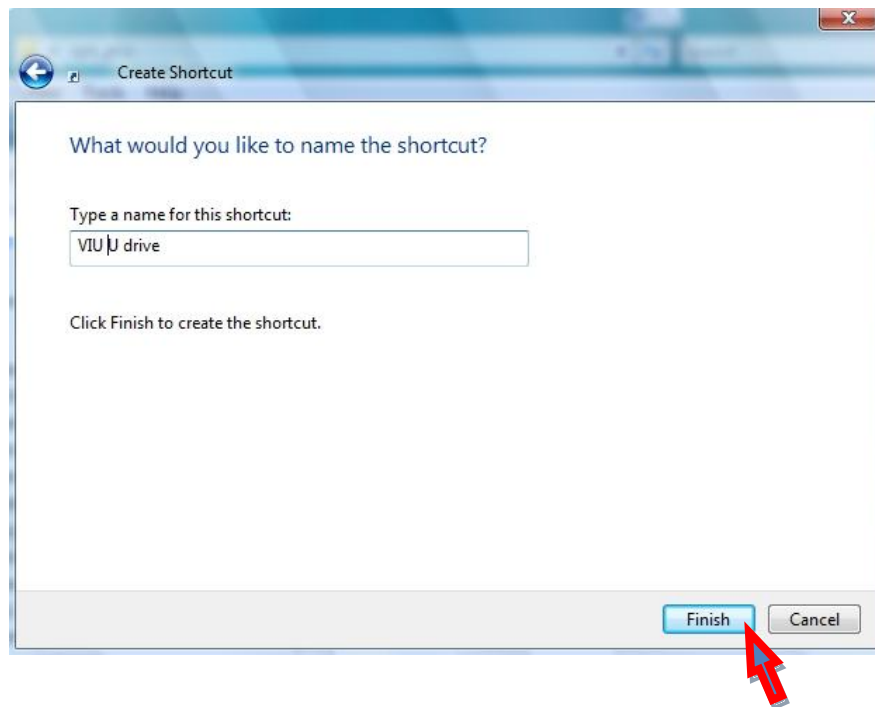
Note: Vista Basic and Home Premium users may need to use: <\\Hall.mala.bc.ca\Users\G\Gillespij>



- Click the **Next** button



- Type in a friendly name for the Shortcut, and click Finish

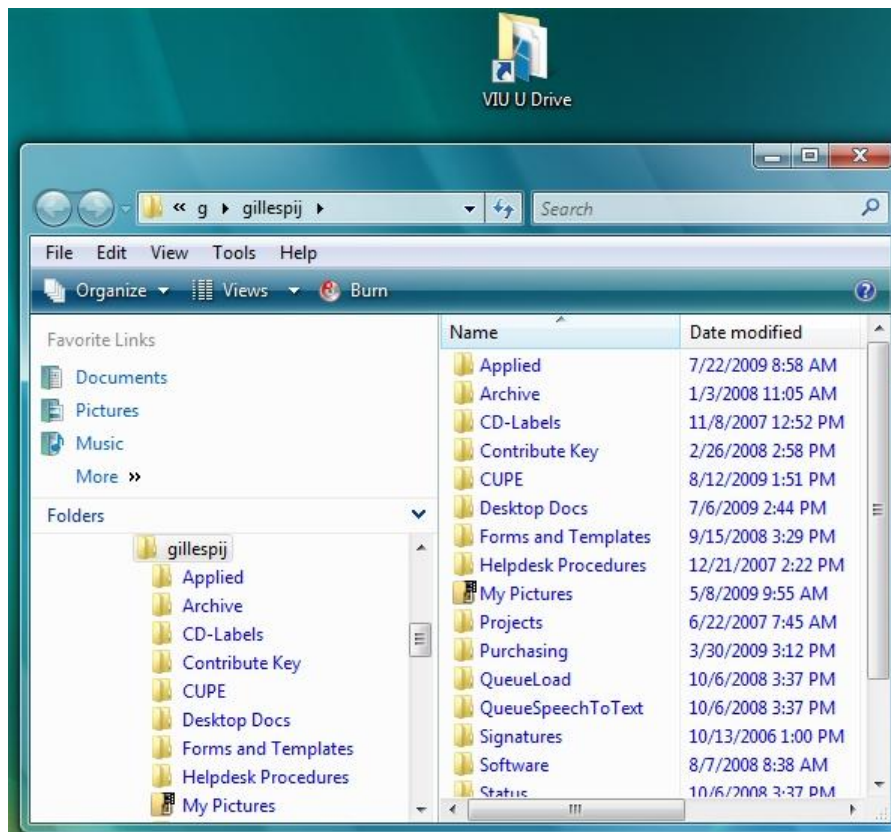



- **Warning:** Do not use this shortcut until you have established a VPN connection. If you have not made a VPN connection and you double click the shortcut it can drastically slow your computer for a lengthy period of time before issuing an error message. (This is also true if you have a VIU mapped network drive.)
- Make a VPN connection to Vancouver Island University, and look for the Icon in the system tray VPN Instructions are here: <http://www.viu.ca/technology/employees/AtHomeVPN.asp>
- Double click the new shortcut. You will be asked to log in. Type in your login credentials with Capitan preceding your username, like Capitan\username and your regular password as in the example below, then click **OK**





- Your U drive should open



- When you have finished your session click the red X  to close the shortcut, and **then** close your VPN connection