

A Short guide on connecting to BUCS services from off campus locations

**This guide is useful for you if you have a internet
connection and**

- Need to run Matlab
- You want to access your BUCS filestore (H drive)
- You want to read E-Journals subscribed by UoB
- Etc. (Maple, Aspen, Corel Graphics,...)

1. BUCS Windows XP page on VPN connections

(other OS supported look here: <http://www.bath.ac.uk/bucs/ad/vpn/>)

Connecting to the University via the Internet

Windows XP is officially supported. These instructions assume you are already connected to your ISP. You **MUST** install these [essential patches](#) **BEFORE** connecting your PC to our network.

Instructions for Windows XP

- start | Control Panel
- In the Address bar type **Network Connections** and hit return
- In the Network Tasks pane click on **Create a new connection**
- A wizard will start, click on **Next**
- **Network Connection Type**
 - Select **Connect to the network at my workplace**
 - **Next**
- **Network Connection**
 - Select **Virtual Private Network connection**
 - **Next**
- **Connection Name**
 - Enter **University of Bath**
 - **Next**
- **VPN Server Selection**
 - Enter **vpn.bath.ac.uk**
 - **Next**
- **Completing the New Connection Wizard**
 - Check the **Add a shortcut to this connection to my desktop** if you wish
 - **Finish**
- The **Connect University of Bath** dialog will appear
 - Enter your BUCS username and password
 - Click on **Connect**

2. BUCS Windows XP page on Terminal Services

(other OS supported look here: <http://www.bath.ac.uk/bucs/ts/>)

Running Remote Desktop Connection

Log-in to your pc as normal.

Start Menu > Programs > Accessories > Communications > Remote Desktop Connection

Enter 'terms.campus.bath.ac.uk' as name of remote computer (There are four 'terms' or terminal servers and you will be connected to whichever is the least busy)

Enter your campus username (e.g. adsxxx or mlsxxx) and password.

Working Between Your Normal Desktop and a Terminal Server Session

When running software in a terminal server session you do not have access to any local devices such as floppy disk, hard drive, CD-R etc. Your common area on the Windows systems is "My Documents" or the H: drive.

Switching

After you login to a Terminal Server you will see the Connection Bar at the top of the screen. To switch back to Windows XP click on the minimize icon on the Connection bar. Once iconized onto the Windows XP taskbar you can return to the Terminal Server session by maximizing the window.

Cutting and pasting

You can cut and paste between XP and Terminal server sessions. Just switch between the sessions as described above.

Accessing files

"My Documents" (H:\dos) is your personal area. If you need to access a file in a Terminal Server session that is on a floppy disk, CD or memory stick, copy the file to H:\dos.

3. Access University filestore as a network drive

(other OS supported look here: <http://www.bath.ac.uk/bucs/pc/filestore.shtml>)

Prerequisites

To mount the University filestore using this method you must be on campus using a wired connection. Direct connections via wireless or from home are blocked, access to the filestore can be made via the University VPN service to ensure security



Mapping drives

Windows XP or 2000

To access the filestore as a lettered network drive (Active Directory PCs may already have some drives mapped), please use the following instructions.

- Click the **Start Menu** and select **Run...**
- Enter the following characters: **cmd**
- Click **OK**
- Enter the following command at the prompt

```
net use driveletter: path /user:campus\username
```

where username is your BUCS username

e.g. for exxtest to connect to their h: drive use

```
net use h: \\rumba.campus.bath.ac.uk\homes /user:campus\exxtest
```

- When prompted enter your BUCS password

Remember to connect via VPN

first

and then login to terminal servers and map your filestore.