

Enable VPN Account (One time only)

1. Login to ULINK.louisville.edu
2. Click "Computer Accounts" in the middle of the page
3. Scroll down until you see the "VPN" Account row
4. Put a checkmark in the box and click Save
5. Logout of Ulink

Log in to VPN (Each time you need access)

1. From your computer, open Internet Explorer
2. In the URL window at the top, type vpn.louisville.edu
3. Type in your ULink username and password
4. Select Sign In
5. Select the Files tab
6. Select the drive letter you wish to use

NOTE, IF YOU WISH TO JUST READ THE FILE:

1. Click the file and select "Open" and the appropriate application will launch from your local computer.
2. PDF files will always just open in your browser and will not prompt you to Open.

NOTE, IF YOU WISH TO EDIT THE FILE:

1. Click the file and select "Save".
2. The file will be downloaded to your C:\Users\{your username}\Downloads folder
3. Open the file > make your changes > save and close the file
4. Once editing is complete, go back to the VPN webpage and click "Upload"
5. Click "Browse"
6. Select the file from your C:\Users\{your username}\Downloads folder and click "Open"
7. Finally, click "Start Upload"

FINAL NOTE: If you will be editing files from home and this process takes too long. Just bring in your laptop that you use from home, and we will manually map the drives for you which will negate most of these instructions and allow you to use the H: and I drive as if you were at work.