

Connecting to Faculty and Student File Servers on Windows Vista/7

Requirements:

- Must be Connected UAWiFi or plugged into Ethernet OR Connected to UAPublic using VPN
 - VPN can be accessed at <http://vpn.arizona.edu> – use your NetID and NetID password

Connecting and configuring printers

1. Click on the **Start** button
2. In the **Search programs and files** text field input `\\cala-student.catnet.arizona.edu` and hit enter
3. When prompted enter your username and password:
 - Username: **Catnet\YourNetID**
 - Password: **Your NetID password**
 - **Check remember my username and password** if you wish not to be prompted in the future
4. Right click on **CourseFiles** and select **Create Shortcut**
5. Right click on **StudentExchange** and select **Create Shortcut**
6. You will now have a shortcut to both locations on your desktop
7. Repeat for `\\cala-admin.catnet.arizona.edu`
8. Select the share applicable to your role