Connecting MSD Shared drives on BYOD devices

These instructions provide the steps required to access the Department shared drives from your own device (BYOD) while working at the University or at a remote location.

Note: Before you connect to the drives, it is important that you complete the following steps:

- Read the BYOD policy if you have not already one so. <u>https://help.it.ox.ac.uk/security/endpoint/byod-policy;</u>
- Either install the personal copy of Sophos using this LINK or have deployed a similar product; and
- Review the IT Support site on the department intranet <u>https://www.phc.ox.ac.uk/intranet/it-support</u>

If you are using an operating system such as Windows 7 or 8, which no longer receives support from the vendor, **YOU MUST NOT CONNECT TO ANY SHARED DRIVE WITH THIS DEVICE.** Please seek advice from the PHC IT Team (<u>ithelp@medsci.ox.ac.uk</u>).

Step 1 Connect to the MSD VPN Service

1.1 Open the VPN client G Cisco AnyConnect Secure Mobility Client - X	1.2 Enter your MSD Username/password	1.3 Wait for confirmation of the connection
VPN: Ready to connect. MSD IT Services VPN Connect	Cisco AnyConnect MSD IT Services VPN X Please enter your username and password. Group: MSD Username: Password: OK Cancel	Cisco AnyConnect Connected: MSD IT Services VPN Cisco AnyConnect Secure Mobility Client

Step 2 Open the shared drives

2.1 Press 'Windows ≇ + R' or right click on the '≇' and click on 'Run' Enter the address <u>\\phc.imsu.ox.ac.uk</u> into the 'Open' field and	2.2 You will be	prompted to enter your MSD Use password in the box below.	ername and
click 'OK'	Windows Security	у	×
🖾 Run 🗙	Enter netw	vork credentials	
Type the name of a program, folder, document, or Internet		edentials to connect to: phc.imsu.ox.ac.u	ık
resource, and Windows will open it for you. Open: Open: Open: Open: Open: Open: Open: Op	User name Password		
	Remember	er my credentials	
OK Cancel <u>B</u> rowse	The user nam	e or password is incorrect.	
	_	OK Cancel	
2.3 Double click the PHC folder from the list shown below	2.4 Select	t the shared folder you want acc	
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3. Mapping a drive letter to a shared drive

If you want to map a drive letter on your own computer to the shared drive, follow these steps. Remember you need to connect to the MSD VPN first.



When using the 'Connect using different credentials' you will be prompted to enter your MSD username and password when the 'Finish' button is clicked.

To map to the S: drive (admin users share) enter <u>\\phc.imsu.ox.ac.uk\PHC\Shared</u>

To map to the Z: drive (main shared folder area) enter <u>\\phc.imsu.ox.ac.uk\PHC\Shared</u>