Creating a connection to remote SacFiles on Windows XP

Step 1 – Test your internet connection
In order to connect to remote SacFiles, you must first have a functioning internet connection. Please ensure that if your computer uses a wired connection to the internet that it is plugged in, or if you use a wireless connection that you are connected to a wireless network. You can verify this by opening Internet Explorer, and trying to view a web page.

Step 2 – Visit Windows Update
To connect to remote SacFiles, you are required to have all the latest Windows updates and Microsoft Office service packs and patches. To check if you need any of these updates visit http://update.microsoft.com using Internet Explorer. You can reach this site through multiple methods:

- Entering the address in the address bar

![Microsoft Windows Update - Windows Internet Explorer](image)

- In Internet Explorer you can press Ctrl-O (or select File -> Open) and enter the address in the dialog that follows and then selecting “OK”.

![Open](image)
Step 3 – Use Windows Update to check for system updates
Once you have been redirected to the Microsoft Update webpage choose the “Custom” option and allow Microsoft to check for the latest updates. If any are found, press the “Select All” button, and then click “Review and install updates”. Click “Install Updates” and follow any additional instructions that may appear. This process may require a system reboot.

Step 4 – Access the Add Network Place wizard
Once all the updates are installed, go to the “Start” menu and select “My Computer”.

In the left-hand column, select “My Network Places”.

In the left-hand column of the following window select “Add a Network Place”. Click ‘Next’ in the following window.

Select “Choose another network location”, and then select ‘Next’ again.
Step 5 – Retrieve your server address
Visit mysaclink.csus.edu and login using your information. After logging in copy the server address listed under “Your home directory is located at:”

Your Account Already Exists
The information entered matches an existing SacLink account.
- Your name is: SacLink
- Your SacLink account name is: SacLink
- Your e-mail address is: 
- Your home directory is located at: https://sacfiles.saclink.csus.edu/home/u3/saclink
- Your personal website address is: http://webpages.csus.edu/~saclink

Step 6- Enter your server address
Enter the URL to your home directory into the “Internet or network address” field.

Step 7 – Enter your log-in information
In the ‘User name’ field enter in ‘csus\’ and then your SacLink username. For example: “csus\saclink”. In the ‘password’ field enter in your SacLink password. Once these are entered, click “OK”.
Step 8 – Name your network connection

The following screen will ask you to enter a name for the connection you just created. The default will be something like “username on sacfiles.sacline.csus.edu”. You can change this name to whatever you would prefer, as long as you can remember what it is for. We recommend using a name like “U: Drive” or “Remote SacFiles”. When you have decided on a name, enter it in the “Type a name for this network place:” field. Click “Next”. On the following screen click “Finish.”
Step 9 – Accessing Remote SacFiles with the new connection

Click the “Start” menu. Click on “My Computer”. In the left-hand column, click on “My Network Places”. You should see the connection you just created in this list. To access this connection, double-click on it. If prompted for your username and password again: in the ‘User name’ field enter in ‘csus\’ and then your SacLink username. For example: “csus\saclink”. In the ‘password’ field enter in your SacLink password. Once these are entered, click “OK”.

For easier access to Remote SacFiles, you can create a shortcut to the connection to be placed on your Desktop. To do this, right-click the icon for the connection and select “Copy”. Then right-click on an open space on the Desktop and click “Paste”. 