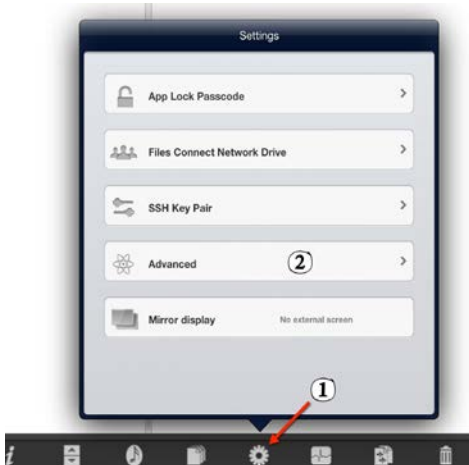# Setting Up Files Connect on Your iPad

1. Open Files Connect. If you are off campus and setting up Files Connect for the first time, you must run the VPN in AnyConnect first.

2. In the main Files Connect window, tap the gear (1) on the bottom of the window. Then tap on Advanced (2).


3. Within the Advanced settings, turn off both "Discover computers on the network" and "Show Facebook in Shelf." You may need to swipe down slightly in this menu to find these options.
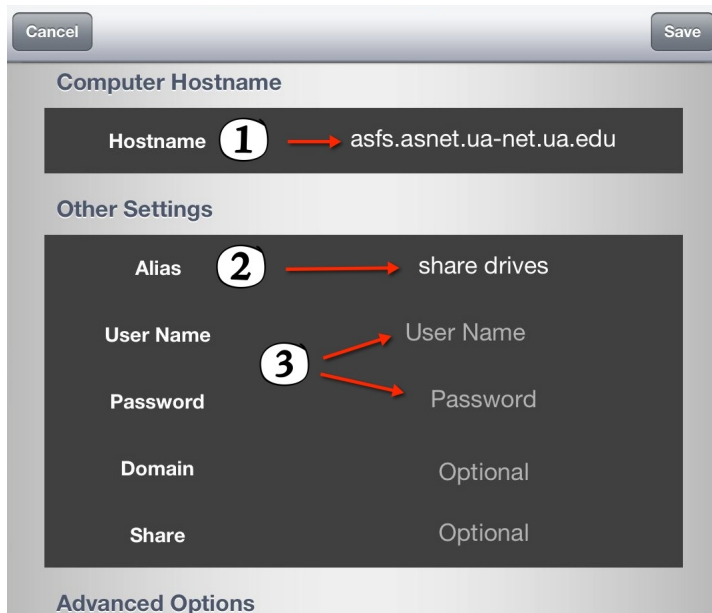

4. Tap outside of the settings menu to return to the main Files Connect window. Then, tap on the "+" symbol on Saved Places.

5. Select the icon labeled Windows File Sharing (SMB). It will appear in the lower right corner of the window.
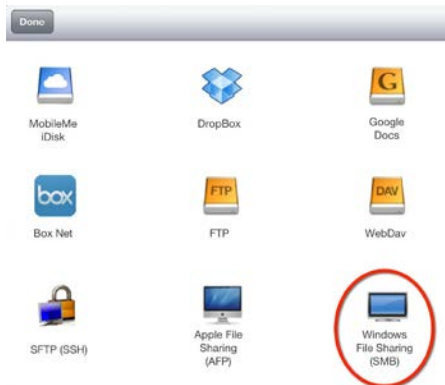
6. Type the information below into this settings menu. Do not worry about the settings under Advanced Options.

(1) Hostname is: asfs.asnet.ua-net.ua.edu

(2) Alias will auto-fill once you enter the Hostname. You can change what this is called. I've called mine "share drives."

(3) Enter the username and password you use to log into webmail. If you are not sure what these are, they are most likely the combination of username and password that you use to log in to your office computer.

Once you have entered all of this information, tap Save on the upper right side of this menu.

7. Once you have successfully saved your connection, you'll see this window.

To find your H: drive, tap on "users" (1) and then "home" (2) in the next column. This will bring up the more than 2,000 personal drive accounts in this system. In order to find and bookmark yours, select the gear setting in the upper right corner of the window (3). This will reveal an Action Menu. At the bottom of that Action Menu you'll see "Arrange By." Tap on this and select "Name." This will allow you to scroll (and scroll . . . and scroll) through all of the names that are now listed in alphabetical order.

Once you find your H: drive (you can tell it's yours because a house icon will appear next to your AS username), tap on it. Then go back to the Action Menu (3) and select Bookmark Folder. It will then appear under your bookmarks in the left side of the window and you won't have to scroll endlessly the next time you want to connect to your H: drive.

To connect to your S: drive, tap on "share drives" (or "asfs.asnet.ua-net.ua.edu" if you didn't type an alias into your settings) and then select the "share" folder. Select the share folder(s) to which you have access and bookmark.

Important! *To edit documents from the H: and S: drives on your iPad, you must download a copy. If your unit works directly from the H: and S: drives, downloading the file to your iPad will create duplicate copies of a shared file. Please factor this in to any workflow or information control processes you have established in your unit. You must run VPN to use Files Connect off campus. See the AnyConnect tutorial for info.*