# OMRF Helpdesk

Working Remotely:
Accessing a folder on data server from a
home Windows computer

This tutorial will help you access a folder on the DATA file store server after first establishing a connection to the OMRF VPN. These instructions are for using a personal Windows computer to connect to DATA.

## You will need:

- Internet Access
- Successful VPN connection
- Folder path
- Your OMRF login credentials

## Setup steps:

**On your home system**

A. Open File Explorer (click the yellow folder on the taskbar as seen in the screenshot bellow)
    1. Type \\data or a known folder path into the address bar
    2. Enter your OMRF login username and password as below (if asked)
        i)   User name:  **omrf.hsc.net.ou.edu\username**
        ii)  Password:  **password**
    3. The folder will open in the file explorer window and preview the available directories