

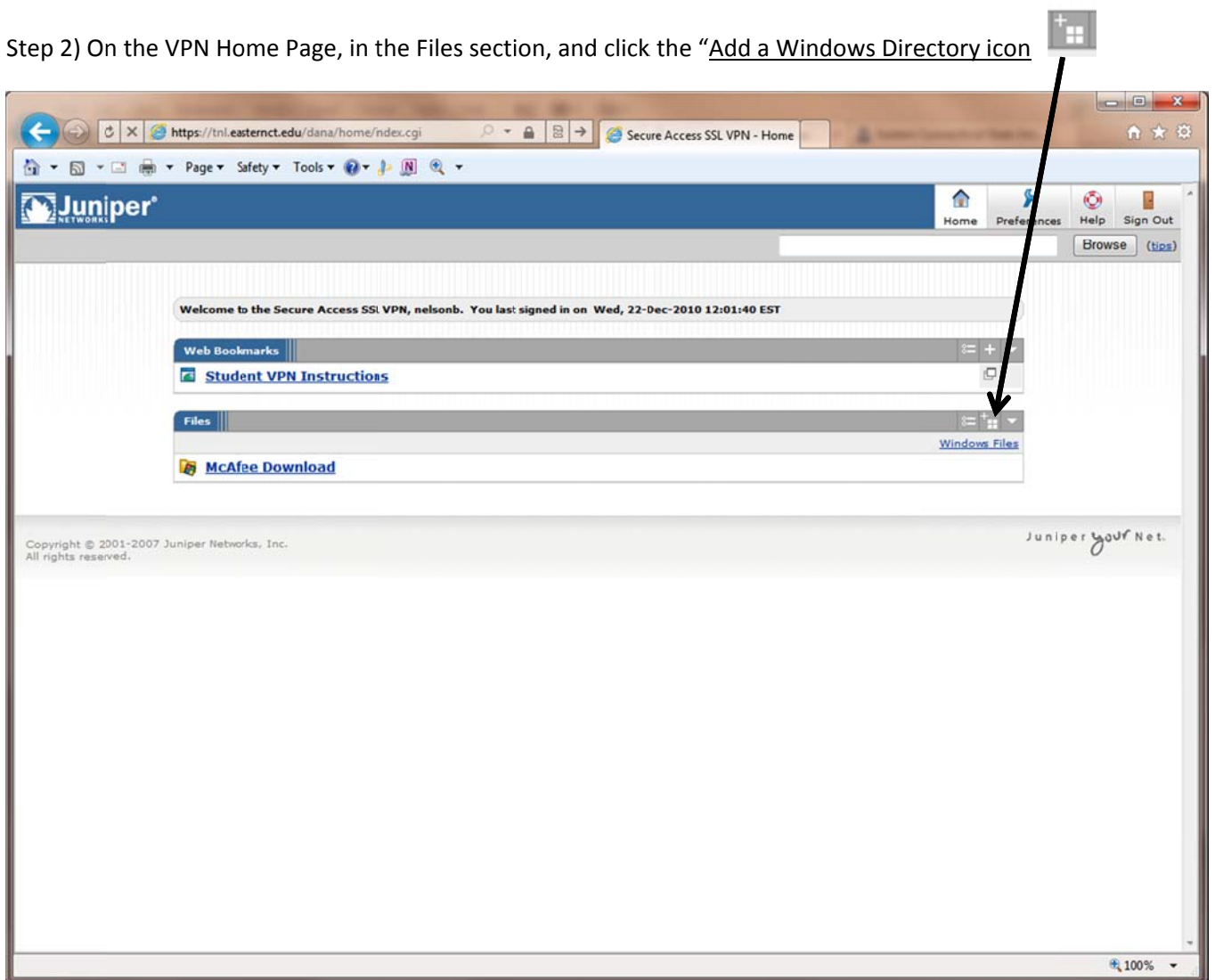
## Accessing the MyDocs folder via the VPN.

The MYDOCS folder redirection is by its nature intended to be used as an internal service by Windows computers. As such the required security on the folder tree precludes easy browsing. That does not mean however that the files are not accessible via the VPN, only that the user must be specific in connecting to them.

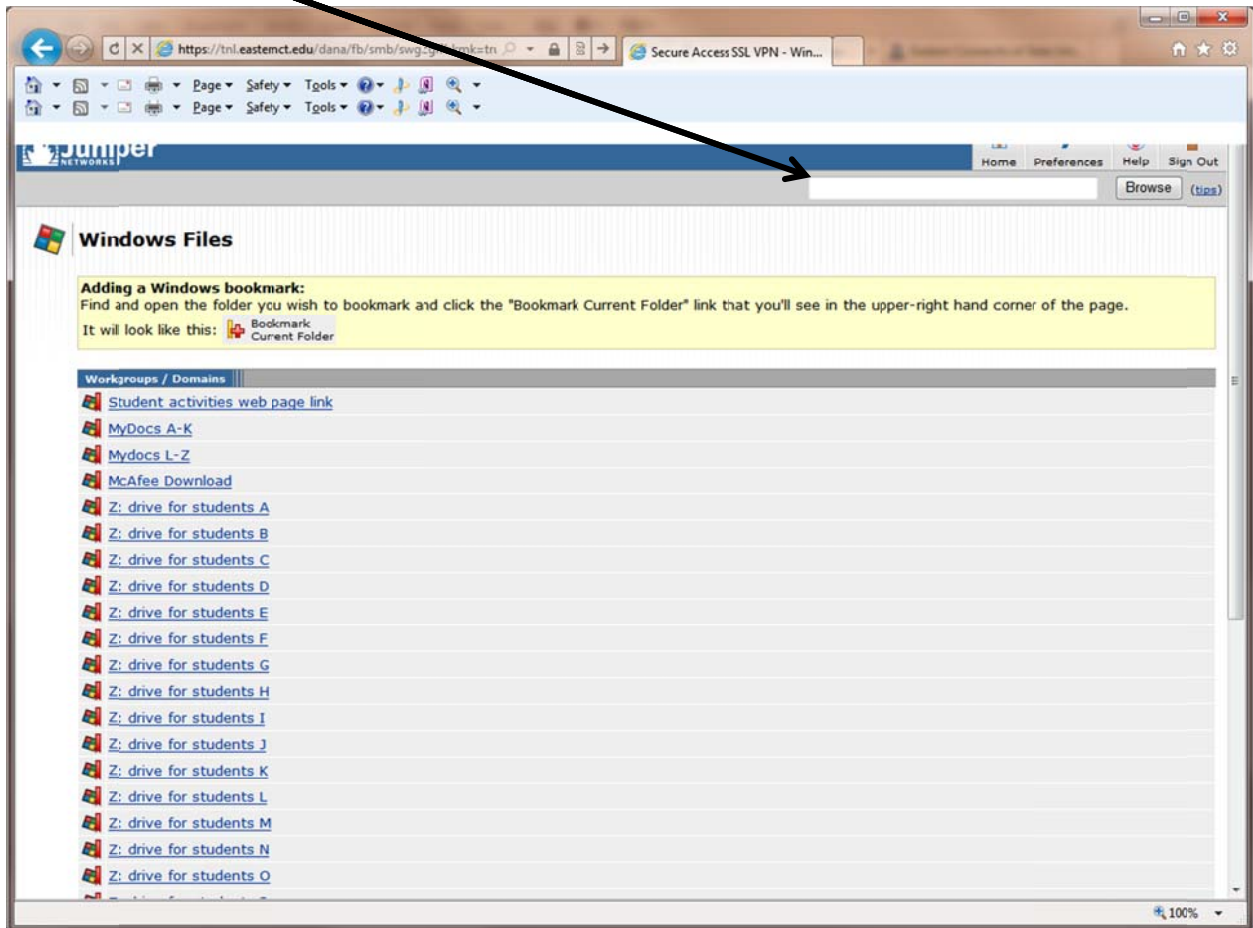
Please read this document completely and then [view a short video tutorial](#) before attempting to setup the VPN to access your Eastern My Documents network folder.

Step 1) Login to the VPN.

Step 2) On the VPN Home Page, in the Files section, and click the “[Add a Windows Directory icon](#)”



Step 3) In the **Browse** field, you must type the **exact path** to your MYDOCS folder.



Fortunately, determining the exact path is not difficult, as there are only two possibilities:

If your last name begins with the letters A through K, type in `\\ecs-stuh1\mydocsA-K\username`

Substitute your actual username for the example's keyword "username."

If your last name begins with the letters L through Z, then the path is `\\ecs-stui3\mydocsL-Z\username`.

Substitute your actual username for the example's keyword "username."

Example:

If your login ID is doej the path would be `\\ecs-stuh1\mydocsA-K\doej`