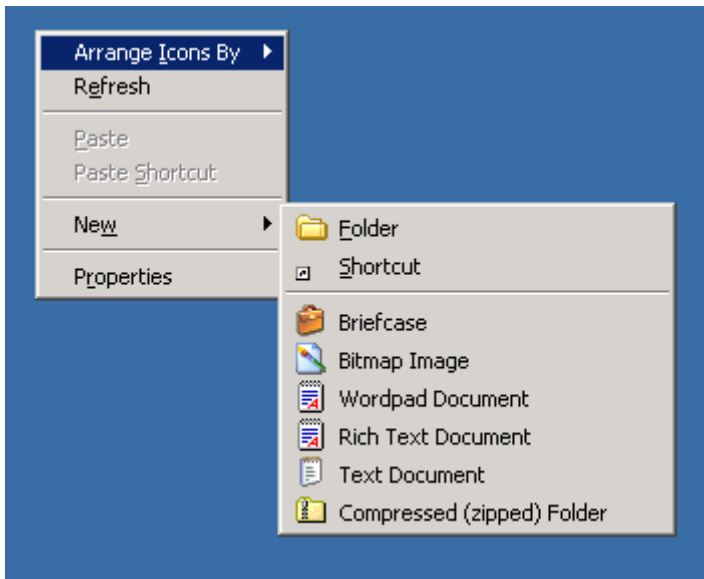


# How to Access the Tree using VPN

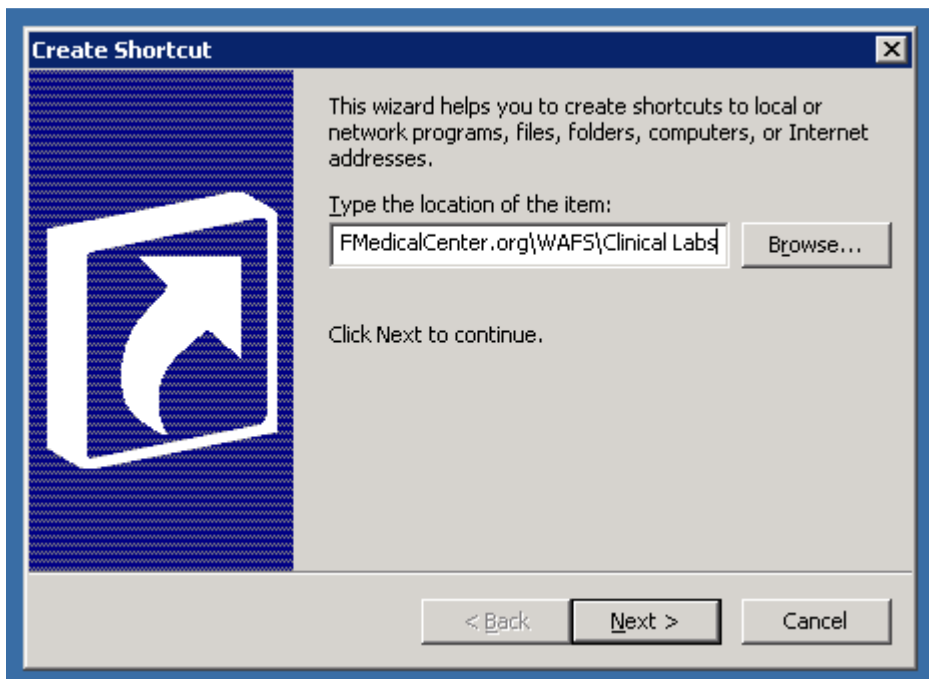
Connect to the UCSF Network using VPN.

Instructions for setting up VPN are available here: <http://itnas/vpn/>

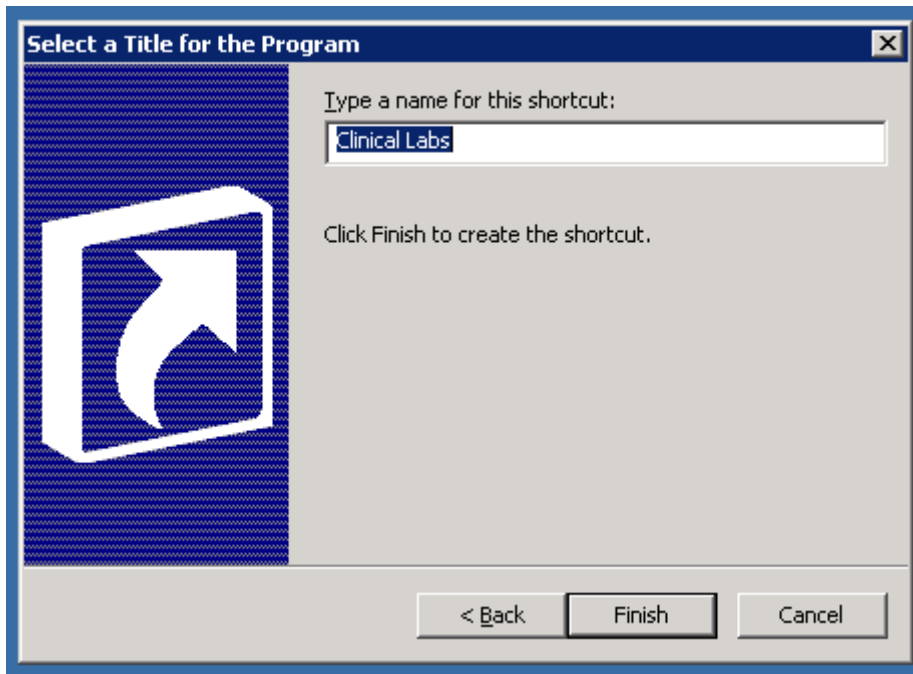
Right-click on Desktop and create shortcut to Clinical Labs.



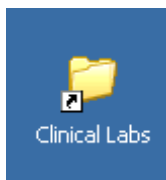
Enter \\UCSFMedicalCenter.org\WAFS\Clinical Labs in the “location of item” box and click Next..



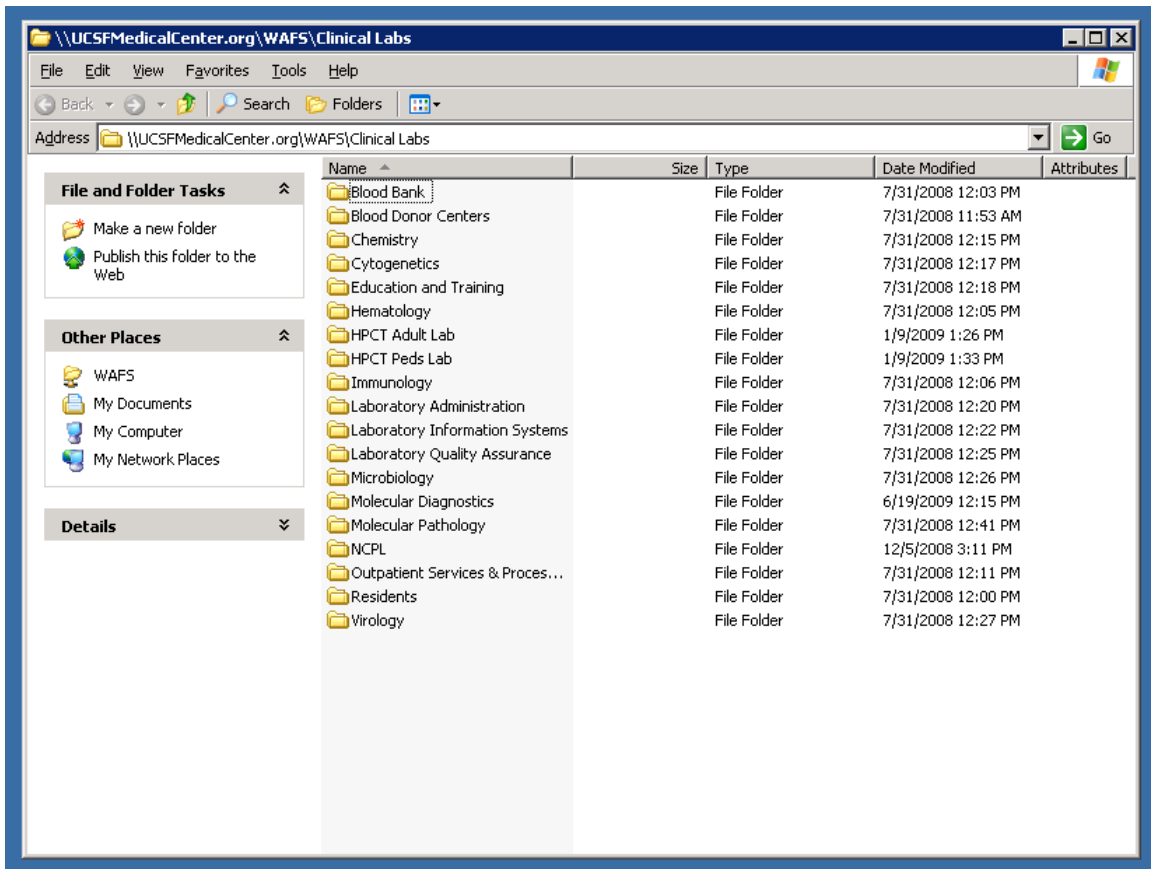
Accept the default entry in the “name of shortcut” box and click Finish.



A shortcut should now appear on your Desktop.



This shortcut will point to the root of the Tree.



To get to your My Documents Folder:

Open your department folder and look for and open the Staff folder then look for your name.

Open the folder with your name and you should see your My Documents folder.