# File Access Service (FAS) How do I install X and L drive links on my PC or Mac's desktop?

### **Automatic Script Method**

### Windows

- 1. You must be connected to the VPN For instructions on setting up a VPN connection, click <u>here</u>
- 2. Navigate to this page and under Windows, select the drive you wish to connect to, and download the link. The procedure is the same for both X: and L: drives.
- 3. After downloading, you will get this prompt press Keep:
- 4. Select Show in folder: • Administration of Klog • Open • Always open files of this type • Show in folder • Cancel • putXonDesktop (1).ps1
- 5. Right click on the ps1 file that was downloaded and select Run with PowerShell:

l:	< → ~ ↑ 🖡 > T	his PC > Windows (C:) > Users > jedrze	ej > Downloads		~ Ō
	🖈 Quick access	Name	Date modified	Туре	Size
	📃 Desktop 🛛 🖈	V Today (2)	2020-03-17 1:55 PM	Windows PowerS	1 KB
	🗄 Documents 💉	putXonDesktop.ps1	Open	ows PowerS	1 KB
	Network Pictures 🖉	Vesterday (5)	Run with PowerShell		
	Work Docs	report (1).pdf	Edit 7. Zin	Pocument	3 KB
	📥 OneDrive	Group paper Algerie Hugo-Bral	CRC SHA	> >soft Word D	33 KB

#### 6. Click on Open:

)	Open File - Security Warning				
	Do you want to open this file?				
	Name: C:\Users\jedrzej\Downloads\putXonDesktop.ps1				
	Publisher: Unknown Publisher				
	Type: Windows PowerShell Script				
	From: C:\Users\jedrzej\Downloads\putXonDesktop.ps1				
*	Open Cancel				
•	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open this software. What's the risk?	/			

7. This window will pop up. Enter **A** and press enter. You will need to log in with your PPY credentials. Execution Policy Change The execution Policy helps protect you from scripts that you do not trust. Changing the

Execution Policy_Change
The execution policy helps protect you from scripts that you do not trust. Changing the execut
you to the security risks described in the about_Execution_Policies help topic at
https:/go.microsoft.com/fwlink/?LinkID=135170. Do you want to change the execution policy?
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help (default is "N"): a
[1] les [li] les comme [li] no [e] no comme [s] suspend [l] nelp (deraute is myth
$\wedge$
No. 4 and the Department of the Second
windows Powersheit Credential request.
Enter your credentials.
Username: 🖸   🗸 🗸 🗤
Password:
OK Cancel

8. Your shortcut will appear on the desktop:



#### Mac

- 1. You must be connected to York's VPN. Instructions here
- 2. Navigate to <u>this page</u> and under Mac, select the drive you wish to connect to, and download the link. The procedure is the same for both X: and L: drives.



3. Download the file, press Keep:



- 5. Press the Play button to run the script. You will be asked to log in. Your username is YORKU\ppyusername (ie. if your Passport York username is joesmith, log in as YORKU\joesmith), and your password is your Passport York password.
- 4. Open file location with Open:



- 7. Repeat the process for each desired shortcut.
- 8. The shortcuts will appear on your desktop:

6.



### **Manual Method**

To access your X: drive, be sure that you are connected to the VPN. Open File Explorer (**do not use** Internet Explorer, Chrome, or any other browser - this is not a web link) and paste this shortcut in, where username is your Passport York user name, and press Enter:

#### \\vfadmin.yorku.yorku.ca\GL\GL-Emp\Home\*username*

To access your L: drive, open File Explorer and paste this shortcut in and press Enter:

#### \\vfadmin.yorku.yorku.ca\GL\GL-Shared\Emp\Shared



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