
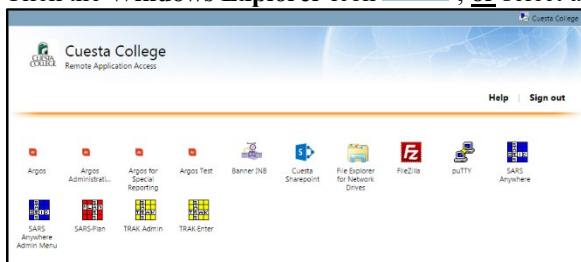


Accessing Network Drives and Applications from Off-Campus

Please note that you may not see a g-drive when accessing from RemoteApp, your g-drive may appear as a folder that will be located on the V-Drive. Also, you will need to have the correct applications installed on your computer in order to edit files. You can [install Office applications for free](#) from Office 365. If you are accessing an application, such as Argos, Banner, or SARs you must first request remote access to these applications by placing an IT work order.

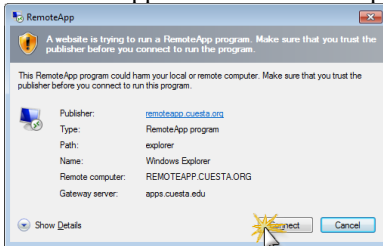
Windows - RemoteApp Directions

1. Launch RemoteApp:
 - a. Launch a browser.
 - b. Go to apps.cuesta.edu.
 - c. Log in with your Cuesta username and password.
2. Click the **Windows Explorer** icon , **or** select an application.

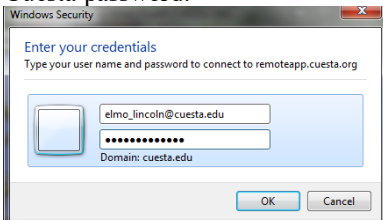


NOTE: If a file is downloaded, open it..

3. A RemoteApp confirmation will appear, click **Connect**.




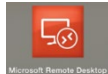
4. If prompted with a Windows Security window, enter your **Cuesta email address** as your username, then your Cuesta password.



5. If accessing files, select the appropriate network drive/file location.
Please note: In order to work with network drive files, you will need to copy the file to your local computer and then from your local computer back to the network drive.
See directions below.

Mac- RemoteApp Directions

Note: [Remote Desktop must first be installed.](#)

1. Click **Launchpad**. 
2. Click the **Microsoft Remote Desktop** icon.  *The Remote Desktop app window will open.*

3. Double-click **Windows Explorer**, or select an application.
4. If accessing files, select the appropriate network drive/file location.
5. In order to work with files, you will need to copy the file to your local computer and then from your local computer back to the network drive.

See directions below.

Copy File from Network Drive to Off-Campus Desktop (Windows)

In order to view and/or edit files on network drives from off-campus, those files must first be downloaded to the local (off-campus) computer's Desktop. Once copied, you can then locate the file on the Desktop and open it.


1. Launch RemoteApp:
 - a. Open a browser.
 - b. Go to apps.cuesta.edu.
 - c. Log in with your username and password.

2. Click the **Windows Explorer** icon. 

NOTE: If a file is downloaded, open it.

The RemoteApp confirmation may appear.

3. If necessary, click **Connect**.
Windows Explorer (via RemoteApp) will open.
4. Locate the desired file, then right-click and select **Copy** from the shortcut menu.

5. Hold down the **Windows** key  and tap the [E] key.
Windows Explorer (on your local computer) will open.

6. Right-click on **Desktop** in the Navigation (left) pane.

7. Select **Paste** from the shortcut menu.

The copied file will be pasted on your local computer's Desktop.

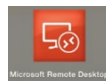
8. Locate and double-click on the file in the Contents (right) pane.

Assuming you have the proper application installed on your local computer (e.g. MS-Office, Acrobat Reader, etc.), the file should open.

Copy File from Network Drive to Off-Campus Desktop (Mac)

1. Click **Launchpad**. 

2. Click the **Microsoft Remote Desktop** icon.
The Remote Desktop app window will open.



3. Double-click **Windows Explorer**. 

The Windows Explorer window will open.

4. In the left pane the triangle to the left of the appropriate network drive.

A list of folders on that drive will be displayed.

5. In the left pane, navigate to and click on the desired folder.

The contents of that folder will appear in the right pane.

6. Display your computer's Desktop in the left pane (i.e. where to copy to) while retaining the file to copy in the right pane by doing the following:

- a. In the left pane, under "This PC", locate an icon labeled "**home on xxxx**" (where "xxxx" is the name of your computer).



- b. Click the triangle to the left of "**home on xxxx**".

A list of folders will appear under "home on xxxx", including "Desktop".

7. Drag the file from the right pane and drop it on "**Desktop**" in the left pane.
The file will be copied to the computer's Desktop.

NOTE: To open the file, close or minimize all windows to reveal the Desktop, and then double-click the copied file on the Desktop.

Copy Files from Off-Campus Desktop to Network Drive

1. Hold down the **Windows** key  and tap the **[E]** key.
Windows Explorer (on your local computer) will open.
2. Locate and right-click on the file in the Contents (right) pane.
3. Select **Copy** from the shortcut menu.
4. Launch RemoteApp:
 - a. Open a browser.
 - b. Go to apps.cuesta.edu.
 - c. Log in with your username and password.
5. Click the **Windows Explorer** icon. 
NOTE: If a file is downloaded, open it.
6. If a confirmation dialog appears, click **Connect**.
Windows Explorer (via RemoteApp) will open.
7. Locate and right-click on the desired network drive/folder in the **Navigation** (left) pane.
8. Select **Paste** from the shortcut menu.
The copied file will be pasted in the folder on your network drive.