

Working Remotely @ CSUN: Tips and Tricks

This guide was prepared to help staff & faculty who telecommute or work remotely. It will give you Tips and Tricks to enable you to work more effectively remotely.

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Webmail: Folders and Filtering

Using Folders to Organize Messages

Webmail Direct provides four folders where mail is stored.

- The **Inbox** folder contains your incoming mail.
- The **Sent** folder contains your outgoing mail messages.
- The **Draft** folder.
- The **Trash** folders.

TIP You might want to create additional folders so as to further organize your mail — by topic or sender, for example.

Adding and Using Folders

To add a folder:

1. Click **Folders** on the menu list
 - The folders page is displayed
2. In the text box to the left of the **Add** button, enter a name for the folder you want to create, ex. Budget (Figure 1).
3. Click the **Add** button.
4. A new folder called "Budget" will be added/created
 - The new folder will appear on the list of folders

Figure 1



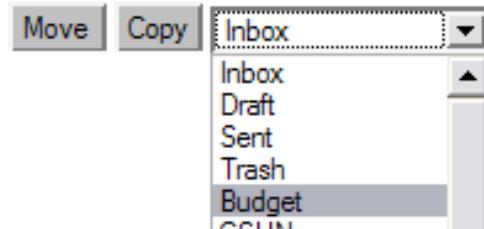
To look at messages in a folder:

1. Click **Folders** from the links menu.
2. A list of links to existing folders will appear.
3. Click the desired folder to display its contents.

To move a message from one folder to another, do the following:

1. Click the check box next to the message(s) you want to move.
2. Use the drop-down menu next to the **Move** and **Copy** buttons to select the desired folder (as shown in Figure 2, below).

Figure 2



3. Click the **Move** button. (Clicking the **Copy** button will place a copy of the message in the selected folder while retaining a copy in the current folder.)

Deleting a Folder**To delete a folder, do the following:**

1. Choose **Folders** from the links menu.
2. Click the "X-Mark" in the delete column next to the folder you want to delete. (Figure 3).
3. You'll be asked to confirm that you want to delete the folder(s) — and all contents.
 - Click the **Delete** button to do so.
 - Click **Cancel** if you change your mind about deleting the folder.
 -

Figure 3

Unread	Total	Edit	Delete
0	66		
0	0		
0	0		
0	45		
0	0		
0	0		
0	0		
0	0		

Filtering Messages

You can have incoming messages automatically stored in particular folders by creating a message mail filter. A filter is a "rule" for routing a message.

To store all messages from a mailing list ("listserv") that you've subscribed to do the following:

1. Add A New Folder.
2. Click **Options** from the links menu.
3. On the "Options: Automatic Reply" page click the **Message Filters** link.
4. On the "Options: Message Filters" page, specify filter conditions and filter actions in the boxes provided (Figure 4).

Figure 4

Filter Conditions - Add New Filter

Select the conditions for your filter:

If all of these conditions are met :

From:	contains	
From:	contains	
From:	contains	
From:	contains	

Apply to all incoming messages

5. When finished, click the **OK** button.

EXAMPLE

To filter all messages from the mailing list "mathwhiz" to a folder called "Math Whiz", you could do the following:

1. In the Filter Conditions section of the Message Filters page specify:
 - "If all of these conditions are met: From: contains mathwhiz" (as shown in Figure 5, below).

Figure 5 -
Sample Filter
Conditions

Filter Conditions - Add New Filter

Select the conditions for your filter:

If all of these conditions are met :

From:	contains	mathwhiz
From:	contains	
From:	contains	
From:	contains	

Apply to all incoming messages

2. In the Filter Actions section, specify:

- "Move to: [the folder called] Math Whiz" (as shown in Figure 6, below).

Figure 6 - Sample Filter Actions

Many other filtering options are available. To check out the possibilities, explore the drop-down menus on the Message Filters page or view **Help** topics (see How to Learn More, below).

You can also use the filtering capability to:

- Delete unwanted mail from identifiable sources
- To isolate potential junk mail in its own folder. See "Using Webmail Direct to Filter/Delete Unwanted Messages" for additional information about setting your own filters.

To edit a filter:

1. Go to the Message Filters page (**Options | Message Filters**).
2. From the **Edit** column of list of message filters you've defined, select the pencil icon next to the filter you want to modify.
3. Make the desired changes to filter conditions (Editing Filter) and filter actions
4. Click the **OK** button.

To delete a filter:

1. Go to the Message Filters page (**Options | Message Filters**)
2. In the **Delete** column of list of message filters you've defined, click the X-mark next to the filter you want to delete.

Helpful Hint for Faculty and Staff: If you also use IMAP to access your mail on an email client such as Netscape Mail or Microsoft Outlook, you can use Webmail Direct's filtering capability to move incoming mail to folders, thus eliminating the need to define IMAP filters in the email client on every computer you use. To move mail to local folders, you'll still have to define filters on the client.

Virtual Private Network (VPN)

Access and Security through VPN

To make it easier for the campus community to access CSUN computing resources from off campus, and to help ensure the security and integrity of sensitive information passing across the internet or the CSUN wireless network, ITR is pleased to offer Virtual Private Networking (VPN) services.

Downloading the free and easy-to-install Cisco VPN client is all you need to do to take advantage of this service. The client only takes about five minutes to install and using it will enable you to access campus resources from off campus as never before.

Here are just a few examples of what you will be able to do with your home or other remote computer while using the VPN client:

1. Use the CSUN email system with a standard email client (e.g. Netscape Messenger, Microsoft Outlook etc.)
2. Easy access to Library resources (no need to enter your library bar code!)
3. Connect to on campus Windows' based server shares
4. Secure all network communications between your computer and CSUN with 168bit encryption
5. Secure your communications while using the campus wireless network

CSUN faculty, staff, and students can [download the Cisco VPN client](#) — for Windows, Mac OS/X, Unix, and Solaris — from ITR's software download site (**you will be prompted to enter your campus account User ID and Password**).

Installation and configuration instructions are available for [Windows](#) and [Mac OS/X](#) based computers.

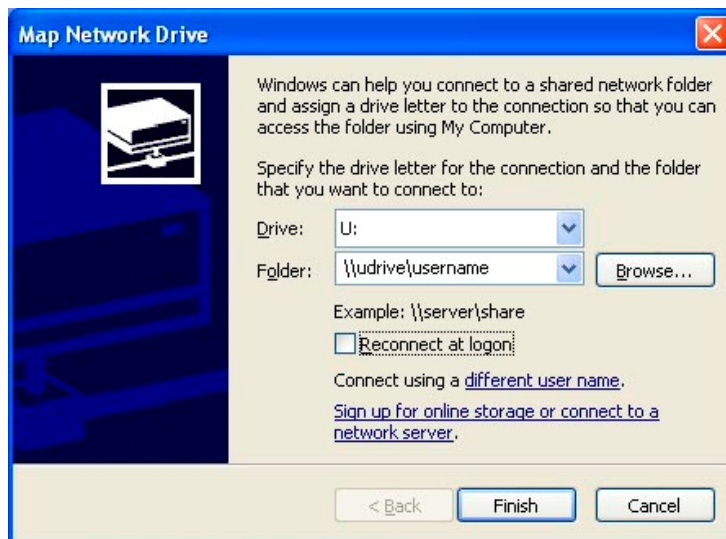
What is the uDrive?

The uDrive is an extra storage area that provides additional disk space for campus users who wish to store their desktop files and folders on a remote server. This campus server houses all files and email messages that are sent to users' CSUN

email accounts. For example, you can publish your web pages by a simple drag-and-drop action from your desktop computer. For more information on this please see [Commands for Publishing Web Pages to a Campus Account using your uDrive](#).

- [Mapping your uDrive using a PC](#)
- [Mapping your uDrive using a Mac](#)

Mapping your uDrive using a PC



1. Right click the **My Computer** icon on your desktop, and select **Map Network Drive...** The "Map Network Drive" window appears.
2. In the **Drive:** box, click the down arrow and select the **U:** drive from the list of available drive names for the drop down menu, the default drive name is **Z:**.
3. Click in the **Folder:** text box and type **\\udrive\xxxx** where **xxxx** is you campus account user name, e.g. jsmith.
4. Click Finish.
5. In the **Connect to uDrive** window, type your campus user name and password.
6. Click **OK** or press **Enter**.
7. A window listing your files and folders, including your public_html folder (if you have created one) will be displayed in the My Computer window.

- You may copy, move, and delete files to and from this drive, the same way you use any window on your PC.

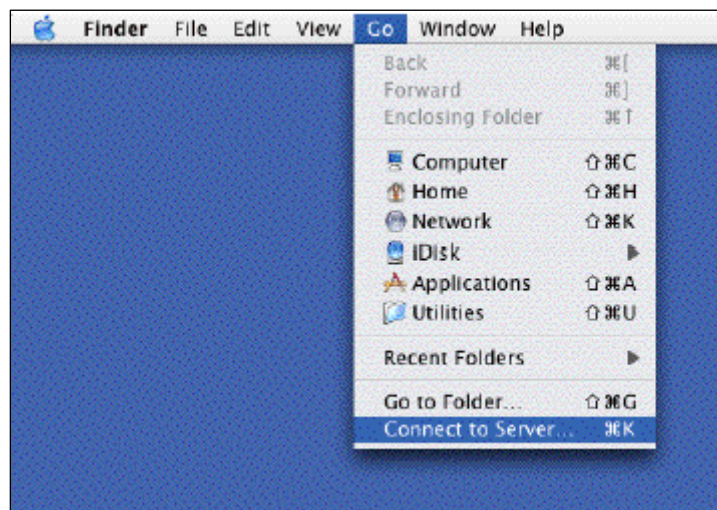
The title bar of this window reads something like **xxxx on 'uDrive@CSUN (udrive)' (U:)** where xxxx is your campus account user name. This window displays the My Computer component of Windows. In fact, most of its features are the same as those in My Computer. It may also be used in Windows Explore view mode.

The first time you map to the uDrive you will see the files that currently reside in your campus account. Many of these files may not be familiar to you. Never delete files with which you are unfamiliar, as they may cause problems to your account. Ignore these files and simply use the drive to copy, move, organize and navigate through your files, folders and drives.

Note: To activate your uDrive the first time, you must change your password. Go to <http://www.csun.edu/account> and change your current password. Your uDrive will be recognized. This need only be done once.

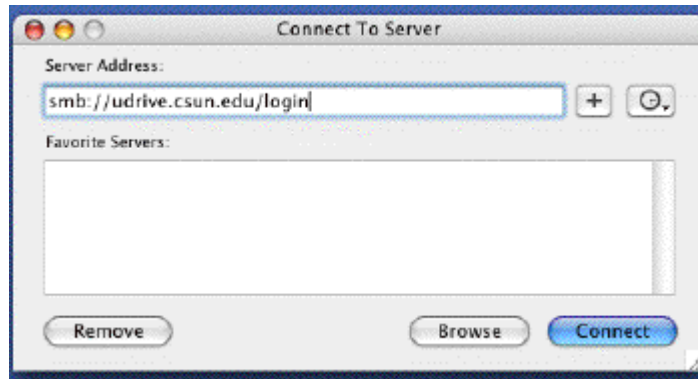
Mapping your uDrive using a Mac

1. Under the **Go** menu on the blue apple menu bar at the top of the display, choose **Connect to Server**.

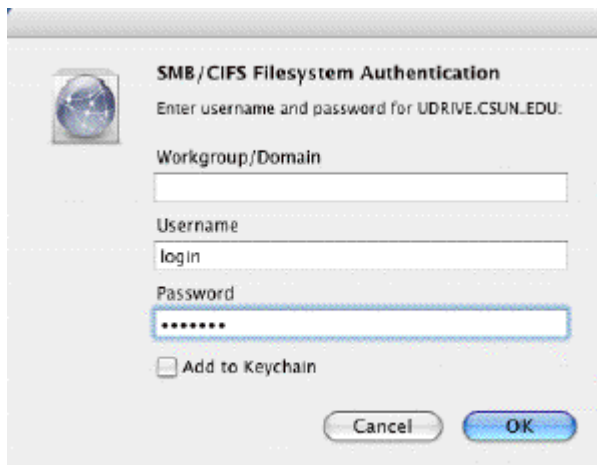


2. In the **Connect to Server** window, type in the location of the account that you wish to map.
 - The correct format for the path is **smb://udrive.csun.edu/xxxx** where **xxxx** is your campus account user name.

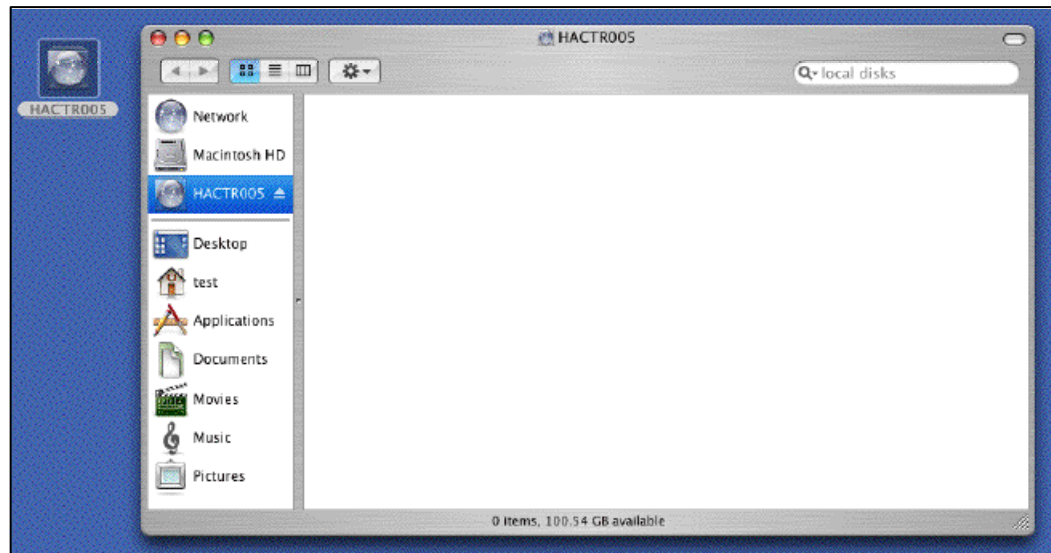
3. Then click the **Connect** button.



4. In the **Authentication** window, leave the **Workgroup/Domain** box blank. Type in your campus **Username** and **Password** in the boxes indicated.
5. Then click the **OK** button.



6. The icon for your uDrive will appear on your desktop. Double-click it open to see its contents.
 - The first time you map to the uDrive you will see the files that currently reside in your campus account. Many of these files may not be familiar to you. Never delete files with which you are unfamiliar, as they may cause problems to you account. Ignore these files and simply use the drive to copy, move, organize and navigate through your files, folder and drives.



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