

# Remote VPN – Remote access for personal devices

## About Remote VPN

**Remote VPN** provides staff and students with secure, authenticated remote access to personal and shared network filespace and to web-based resources via their personal device.

Whether on campus over the University wireless network, at home, or in a wireless hotspot, all you need is an internet connection – open your web browser and log into the VPN with your usual University username and password.

The VPN works on Windows, Mac OS, and Linux and has been tested using Internet Explorer, Edge, Chrome, Firefox and Safari. However, if you want to use University licensed software over the VPN, you will need to use Internet Explorer or Safari.

**Note:** These guidelines and the accompanying screenshots are from a Windows 10 laptop. Depending on your device platform and OS, your experience may differ.

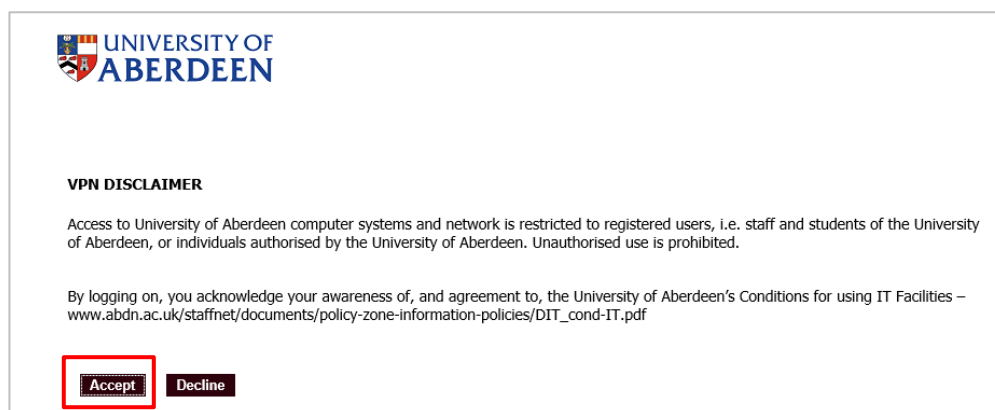
## BEFORE you use the VPN

- you must be connected to the internet
- you must have a current University of Aberdeen username and password
- you must have up-to-date antivirus software
- you must ensure your Windows and Mac OS updates are current

If in doubt, or if you would like guidance, please contact [the Service Desk](#)

## Login

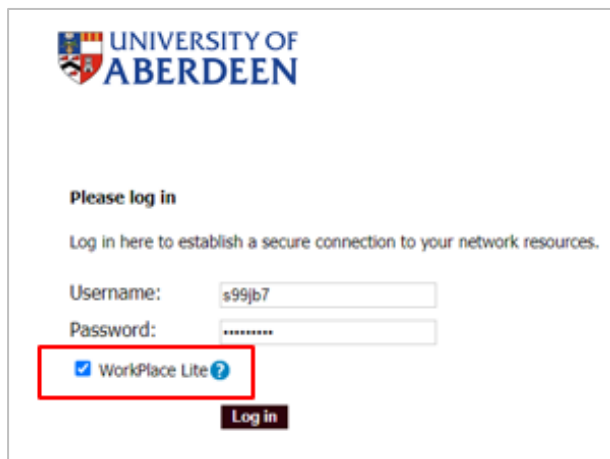
1. Open a web browser, and go to:  
<https://sma.abdn.ac.uk>
2. Before using the Remote VPN, you will be asked to read and accept the security guidelines outlined in the *VPN DISCLAIMER*.
  - Click **Accept** to continue.



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- At the prompt, tick the **WorkPlace Lite checkbox**, and then **login** using your usual University username (e.g. s99jb7) and password.

What is WorkPlace Lite?

This setting will meet the needs of most users, providing staff and students with secure access to personal and shared network filespace and to web-based resource.



- If you are presented with a **Security Warning**, click **Allow** to continue.

What if I don't tick WorkPlace Lite?

If you don't tick this checkbox, you will be prompted to install and run Secure Endpoint Manager components. Note that if you have previously installed Remote VPN on your personal device, this version of Secure Endpoint Manager replaces the previous client. This gives access to a wide range of user specific and specialist services for software licensing and other purposes

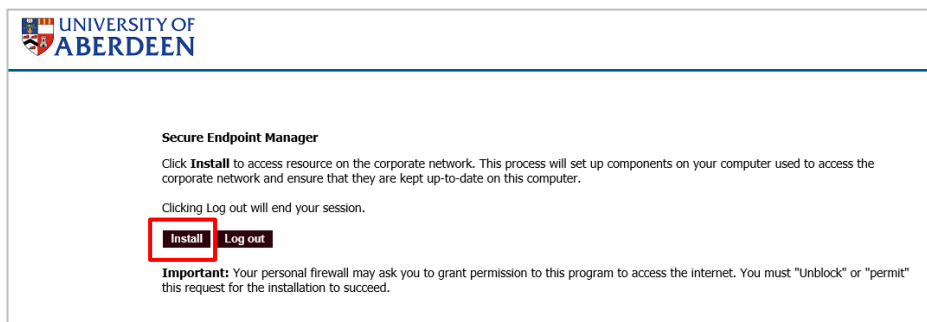
- If you are using **Edge, Chrome, Firefox** or **Safari** you will be taken to the **VPN Home** and can start using the VPN (see *Using the VPN* on page 4 for guidance).

If you are using **Internet Explorer**, please follow the instructions below.

Using Internet Explorer?

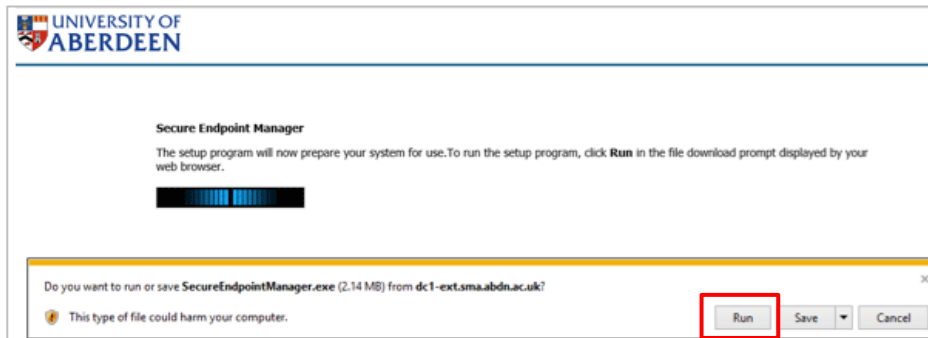
Before using Remote VPN **for the first time in Internet Explorer** you will be prompted to download and install *Secure Endpoint Manager* components. You will only need to do this once.

- Your Java version must be up-to-date and Java must be enabled – check you have the recommended version for your OS at <http://www.java.com/en/download/installed.jsp>
  - If you are using internet security software on your device (e.g. Norton, ZoneAlarm, McAfee, or similar), you may have to *temporarily* disable firewalls and/or other internet security settings for the duration of the VPN component installation. **Don't forget to enable these again once installation is complete.**
- In Internet Explorer, at the prompt, click **Install** to run the *Secure Endpoint Manager* setup.



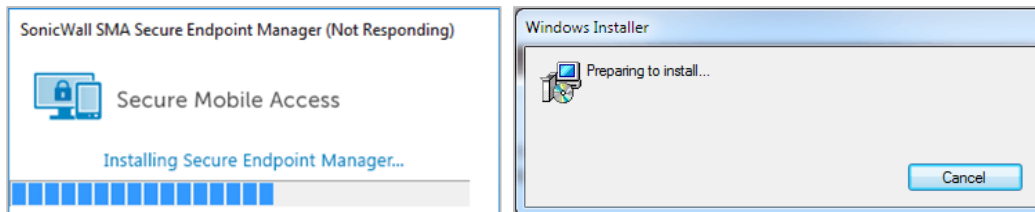
You may need to 'unblock' or 'allow' a permission request from your personal firewall.

- At the prompt, click **Run**.



- The VPN components start to download onto your device.

Installation may take up to 10 minutes, depending on network traffic and the speed of your connection. This is normal and to be expected.



- If you are prompted to accept the **ActiveX add-on**, follow the onscreen instructions.
- If you are presented with a **Security Warning** about installing this software, click **Install**.

- Once the VPN components are successfully installed you will see the **VPN Home**.

The next time you log into **sma.abdn.ac.uk**, you will be taken straight to **VPN Home**. It can take up to 30 seconds to appear after you've typed in your login details.

## Using the VPN

### VPN Home

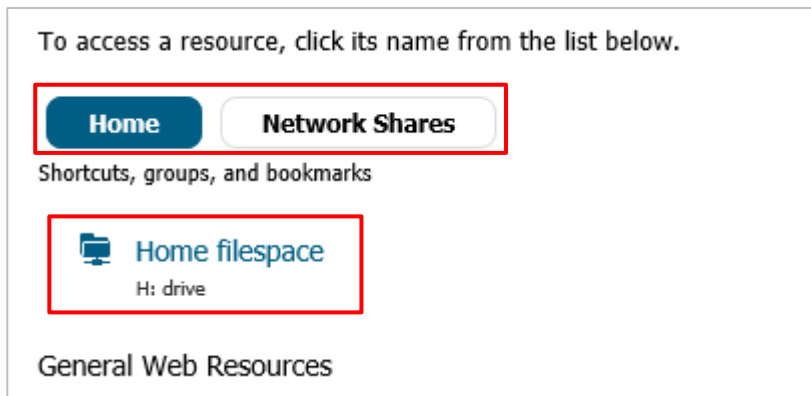
-Once you have logged in to the VPN, the first window you will see is **VPN Home**.

### Student and Staff view

- **Staff** will see a **Home** button *and* a **Network Shares** button providing links to network shared drives, and also a link to their **Home filespace** (H: drive).

**Note:** Staff who have requested and been granted Remote Desktop Access to their office desktop PC will also see a **User Apps** button and will be provided with separate guidance on how to use this.

- **Students** will see a link to their **Home filespace** (H: drive).



### The Home filespace window

1. Click on the **Home filespace** link.
  - Login with your University username (e.g. s99jb7) and password
  - Add the Domain **UOA**
2. A *new* browser tab or window opens displaying *your Home filespace* and file structure:



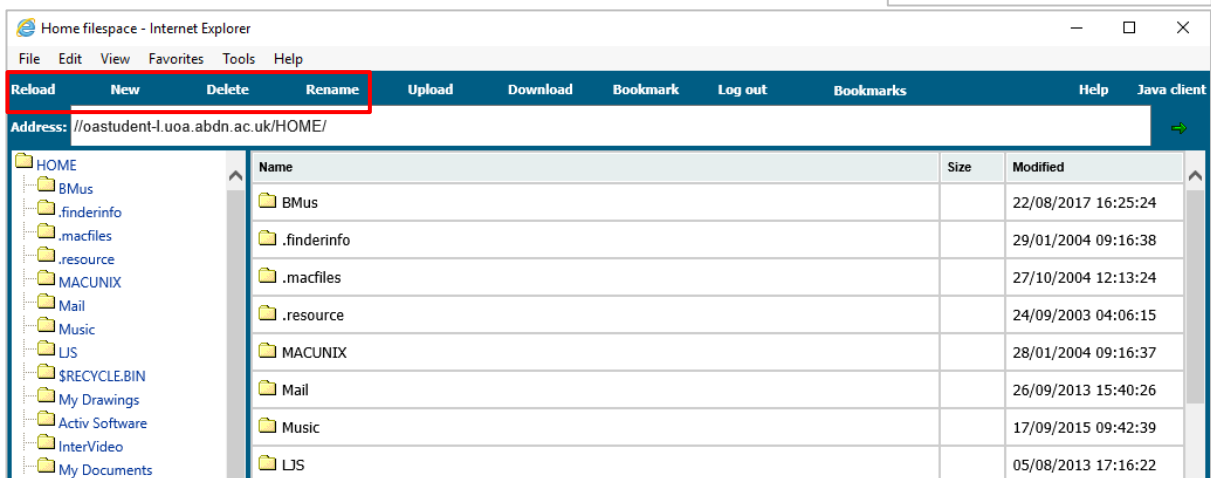
Access to your account on the server has been denied, please enter your credentials.

Username:

Password:

Domain:




Use the **Home filespace** window as you would use File Explorer (or This PC, or Computer, or Finder on a Mac):

- Click once on a folder in the pane on the left of the window to view its contents in the right pane.
- Double-click on a folder in the right or left pane to open it and view its contents.

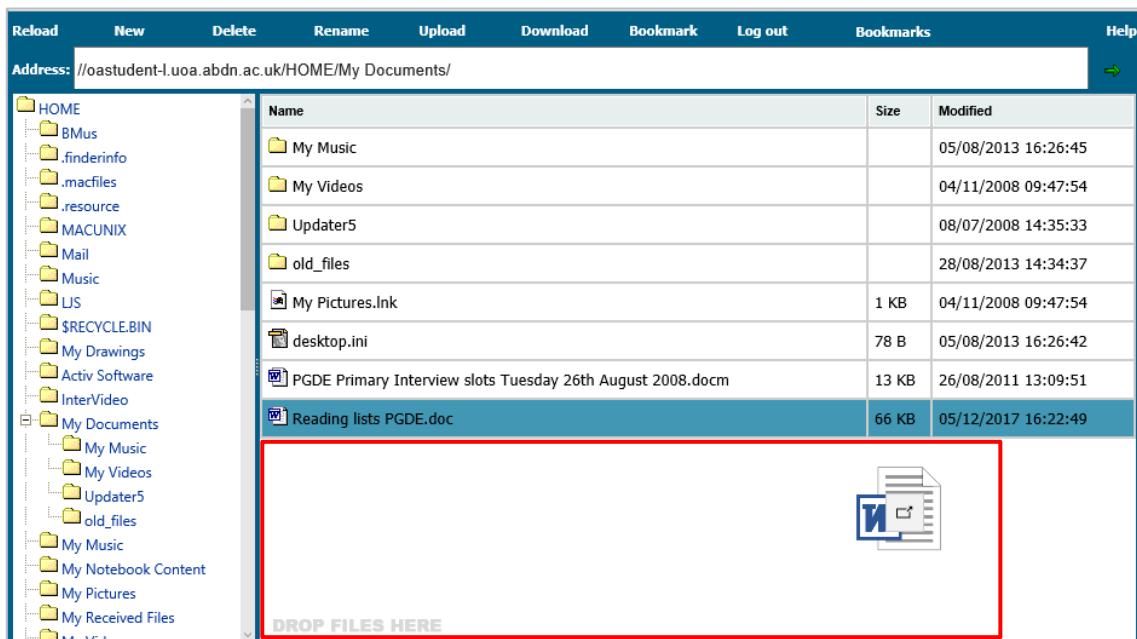
## Working with files/folders in the Home filespace window

We recommend you **copy** files from your **Home filespace** to your local hard drive before editing them.

1. Browse to the area in your **Home filespace** window that you want to copy your file from. You can do this in the file structure area on the left or in the right pane of the window.
2. Select the file and click **Download** from the top menu bar. 
3. Depending on the browser the file may automatically download to your **Downloads** folder or a pop-up may appear to give you the option to **Save** the file where you want.
  - If the file is in your **Downloads** folder navigate to there and either open it or copy or move it to another local folder.
  - If you are given the option to **Save As**, navigate to the area on your *local* hard drive that you want to save your file to.
4. Work on your file on your local hard drive as normal.
5. When you're done, save your changes, close your file then return to the VPN:

**either**

- navigate the **HOME filespace** window to locate the folder you downloaded the file from and – using File Explorer (or This PC, Computer, or Finder on a Mac) – select the file from your local folder and drag it onto the **DROP FILES HERE** area.

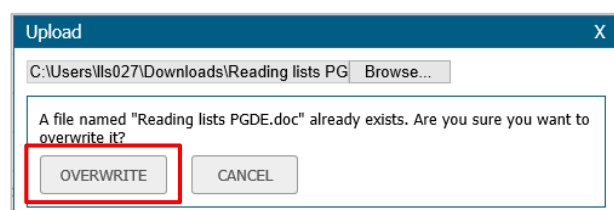


**or**

- select **Upload** from the top menu bar, click **Browse** to navigate to your file and select **Open**.



In either case, at the prompt select **Overwrite** and you will see a message to confirm that your file has been successfully uploaded, overwriting your original.



**Reading lists PGDE.doc has been uploaded successfully.**

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## Toolbar

You may want to use the toolbar shortcuts in the **HOME filespace** window when working with files:

1	2	3	4	5	6	7	8	9
<b>Reload</b>	<b>New</b>	<b>Delete</b>	<b>Rename</b>	<b>Upload</b>	<b>Download</b>	<b>Bookmark</b>	<b>Log out</b>	<b>Bookmarks</b>

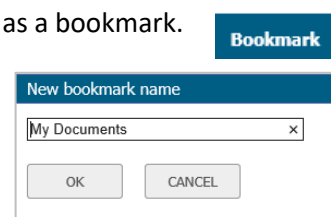
Use these to:

1. **Reload** browser window
2. Create **New** folder
3. **Delete** file or folder
4. **Rename** file or folder
5. **Upload** file
6. **Download** file
7. **Bookmark** a network area
8. **Log Out**
9. **Bookmarks** – quick access to Network areas

## Bookmarks

For quick access to a folder on the **Home filespace** or a **Network Share**, add it as a bookmark. **Bookmark**

1. Navigate to the file or folder on your Home filespace or Network Share and click to **select** it.
2. Click on **Bookmark** in the top menu bar.
  - Be careful not to select Bookmarks!
3. Accept the default bookmark name or change it, and click **OK**
4. You will now be able to find the file or folder easily under **Bookmarks** on the top menu bar, or listed at the foot of your Home screen, under **Personal Bookmarks**.



## Ending a session

Making sure you leave the **VPN Home** tab/window open:

- Click **Log out** at the top of the **HOME filespace** window.
- Click **Log out** at the top of the **VPN Home** and close all browser windows.

## Further information and help

Contact the [University's IT Service Desk](#).