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2  GETTING STARTED USING KUMO

Installing Kumo the first time

Once Kumo is installed on your workstation, you do not have to repeat this step

1. Manually set-up Kumo through ZENworks Window
   In the search bar type ZENworks Application Window and select this application
2. Select the category Communication and Collaboration from the left panel
3. Double click on Kumo – 3.2.4 to install. A green arrow may appear at the top left of the Kumo icon to indicate Kumo is installing.

Link Google Drive to your Kumo account. This is done by logging in and setting preferences in Kumo, using the following steps:

1. Go to kumo.uww.edu and select Log In.
2. Click the arrow to the right of the Google Drive icon to expand the panel. Click **Authorize** to access your Google Drive account via Kumo.

*To change a previously authorized option, login to Kumo, go to **Set Preferences**, and click **Deauthorize**.

3. To allow UW-Whitewater to view and manage the files in your Google Drive, click **Allow**.
4. You will then be returned to the Set Preferences page. A checkmark will now appear next to Google Drive. This indicates you have successfully linked Google Drive with your Kumo account.

5. The next time you login to your computer you should see a small notification in the bottom right corner of your screen that your Google Drive is connecting.

   If you do not see this notification, you can check to see if Kumo is installed by viewing your mapped drives. Follow the instructions on the next page.
3 VIEW KUMO MAPPED DRIVES

You can view your Kumo-mapped Google Drive

- from within the application (installed on a campus computer), go to This PC, File Open, or File Save.

Google Drive will be visible under This PC.
4 USING KUMO MAPPED DRIVES

Kumo mapped Google Drive is accessed in the same way as any mapped drive. Double-click to open it.

All files can be accessed, edited, and stored in the conventional way.

Kumo has been mapped to drive (M:). Shown in the example below, double-clicking the (M:)Google Drive icon on the left panel opens the contents of the Google Drive (displayed in the right panel).
5 Virtual Private Network (VPN) Access

Kumo can be accessed remotely through UW-Whitewater Virtual Private Network use, which enables users, while off campus, to connect securely to campus resources.

VPN on your campus laptop
   Go to vpn.uww.edu
   Login with your UW-Whitewater Net-ID and password.
   Select 'AnyConnect' item from the menu on the left.
   Click the link to ‘Start AnyConnect’.
   If you have not been through this process, or you do not have the correct version of the Java Runtime Environment installed, a pop-up window will appear and direct you to download Java Runtime Environment.
   When prompted, install AnyConnect software.
   When the install is complete, the webpage will refresh to show that you are successfully connect.

For more information on remove access (VPN), visit http://www.uww.edu/icit/services/remote-access .

6 NOT SEEING KUMO MAPPED DRIVE

If you login to a campus computer or virtual desktop, and see the following dialog box or find you have no mapped Google Drive, this means you have not set your preferences in your Kumo account.

Return to Getting Started to set your preferences on campus workstations.
Return to Virtual Private Network (VPN) Access to set your preferences on remote workstations.

For assistance, contact the Technology Support Center Helpdesk at helpdesk@uww.edu or (262) 472-HELP (4357).