



Setting up a VPN connection

Windows XP

1. Open Control Panel.
2. Click on “Network and Internet Connections.”
3. Click on “Create a connection to the network at your workplace.”
4. Select “Virtual Private Network connection” and click “Next.”
5. Enter a name in the Company Name box. This will be the name displayed in the network connections window when you connect in the future.
6. Select the connection option that applies to you.
 - a. If you plan to manually connect to a dial-up provider before connecting to your network via VPN or have a continuous broadband connection, select “Do not dial the initial connection.”
 - b. If you want the connection to automatically dial your dial-up provider, select “Automatically dial this connection” and select your dial-up provider from the drop down menu.
- Click “Next.”
7. Enter the IP address to connect to your VPN server and click “Next.” Your address is ____ . ____ . ____ . ____
8. If you wish to create a shortcut to this connection, click the option in the box provided. Otherwise, click “Finish” to complete the VPN setup.

Connecting your VPN (XP)

1. Connect to the Internet using your dial-up or broadband service.
2. Find the appropriate icon for your VPN connection:
 - a. If you created a desktop shortcut icon, double-click that icon. Your shortcut is named _____. Enter your network username and password.
 - b. If you did not create a desktop shortcut, click Start, then the Connect To selection that should have appeared after completing your VPN setup. Enter your network username and password.
You will only have to enter your username the first time.
3. Click "Connect."

Accessing your files

First time user:

1. a. Map a network drive to your file storage. Open "My Computer". Click on "Tools" on the menu bar, then "Map Network Drive".

b. Alternately, you may select to create a direct shortcut on your desktop. Right mouse click on the desktop and select "New Shortcut". Skip to Step 3.
2. Your drive letter for your work computer is _____. Select that letter from the list.
3. Enter the path to your file storage. Your file storage path is _____._____.
4. Click okay. You may need to enter your network username and password again for access.

Already set up:

1. Find the appropriate icon on your desktop or mapped network drive in My Computer. You have:
 - a. A shortcut on your desktop named _____.
 - b. A mapped network drive in My Computer named _____.
2. Double-click the connection. You may need to enter your network username and password for access.

Connecting your VPN (Windows 98)

1. Connect to the Internet using your dial-up or broadband service.
2. Find the appropriate icon for your VPN connection:
 - a. If you created a desktop shortcut icon, double-click that icon. Your shortcut is named _____. Enter your network username and password.
 - b. If you did not create a desktop shortcut, click Start, Programs, Accessories, Communications, Dial-Up Networking. Then the Connect To selection that should have appeared after completing your VPN setup. Enter your network username and password.
You will only have to enter your username the first time.
3. Click "Connect."

Accessing your files

First time user:

1. a. Map a network drive to your file storage. Open "My Computer". Click on "Tools" on the menu bar, then "Map Network Drive".

b. Alternately, you may select to create a direct shortcut on your desktop. Right mouse click on the desktop and select "New Shortcut". Skip to Step 3.
2. Your drive letter for your work computer is _____. Select that letter from the list.
3. Enter the path to your file storage. Your file storage path is _____._____.
4. Click okay. You may need to enter your network username and password again for access.

Already set up:

1. Find the appropriate icon on your desktop or mapped network drive in My Computer. You have:
 - a. A shortcut on your desktop named _____.
 - b. A mapped network drive in My Computer named _____.
2. Double-click the connection. You may need to enter your network username and password for access.

Setting up a VPN connection

Windows 2000

1. Open Network and Dial-up Connections (click “Start”, point to “Settings”, and then click “Network and Dial-up Connections.”)
2. Double-click “Make New Connection”, and then click “Next.”
3. Click “Connect to a private network through the Internet”, and click “Next.”
4. If you have already established a dial-up connection, do one of the following:
 - If you need to establish a connection with your ISP or some other network before tunneling to your destination computer or network, click “Automatically dial this initial connection”, click a connection in the list, and then click “Next.”
 - If you do not want to automatically dial an initial connection, click “Do not dial the initial connection”, and then click “Next.”
5. Type the host name or IP address of the computer or network to which you are connecting, and then click “Next.” Your address is _____._____.
6. Do one of the following:
 - If you want this connection to be made available to all users on your network, click “For all users”, and then click “Next.”
 - If you want to reserve the connection for your own use, click “Only for myself”, and then click “Next.”
7. If you want to let other computers access resources through this dial-up connection, select the “Enable Internet connection sharing for this connection” check box, and then click “Next.”
8. Type a name for the connection, and then click “Finish.”

Setting up Microsoft Networking for Remote Network Access

Windows 98

1. Make sure Microsoft Networking is set up on your machine.
2. Open up Control Panel.
3. Double-click on “Network” (or “Networking”).
4. In the list, make sure “Client for Microsoft Networks” is listed.
 - a. If it is present, skip to step 6.
 - b. If it is not present, click “Add.”
5. Double-click Client.
6. Scroll down to Microsoft and click.
7. Double-click “Client for Microsoft Networks” in the right hand window.
8. You may be prompted for your Windows 98 disk, or for the location of your Windows 98 files on your computer.
9. After the files are installed, you will need to return to “Client for Microsoft Networks” and set the properties to mimic your work network. Follow steps 1-4 above, click on “Client for Microsoft Networks” and click Properties.
10. Select “Log on to Windows NT domain” and enter your domain name _____ in the box.
11. Click OK. You will be prompted to restart your computer.
12. Upon restart, you may get a message like “No domain server was available to validate your password. You may not be able to gain access to some network resources.” Click OK.
13. When prompted for your network password, simply click OK.

Steps 12 and 13 will need to be repeated for every session for which you plan to remotely access your network. If you do not plan to remotely access your network, you may simply click Cancel in these steps.

Setting up a VPN

Windows 98

1. Open up Control Panel.
2. Double-click on “Network” (or “Networking”).
3. In the list of adapters that is displayed, check for VPN Adapter.
 - a. If it is present skip, click cancel and proceed to Step 9.
 - b. If it is not present, click “Add.”
4. Double-click Adapter.
5. Scroll down to Microsoft and click.
6. Double-click VPN Adapter (may be Microsoft Virtual Private Networking Adapter) in the right hand window.
7. You may be prompted for your Windows 98 disk, or for the location of your Windows 98 files on your computer.
8. After the files are installed, you will be required to restart your computer.
9. After restart, go to Dial-up Networking (My Computer > Dial-up Networking or Start > Programs > Accessories > Communications > Dial-up Networking)
10. Double-click Make New Connection if a setup wizard does not automatically appear.
11. Name the connection.
12. Under device, select Microsoft VPN Adapter.
13. Click “Next.”
14. In “Host name or IP Address”, type the name or IP address of the virtual private networking server for the network to which you want to connect. Your address is
____.____.____.____
15. Click “Next”, then “Finish.”