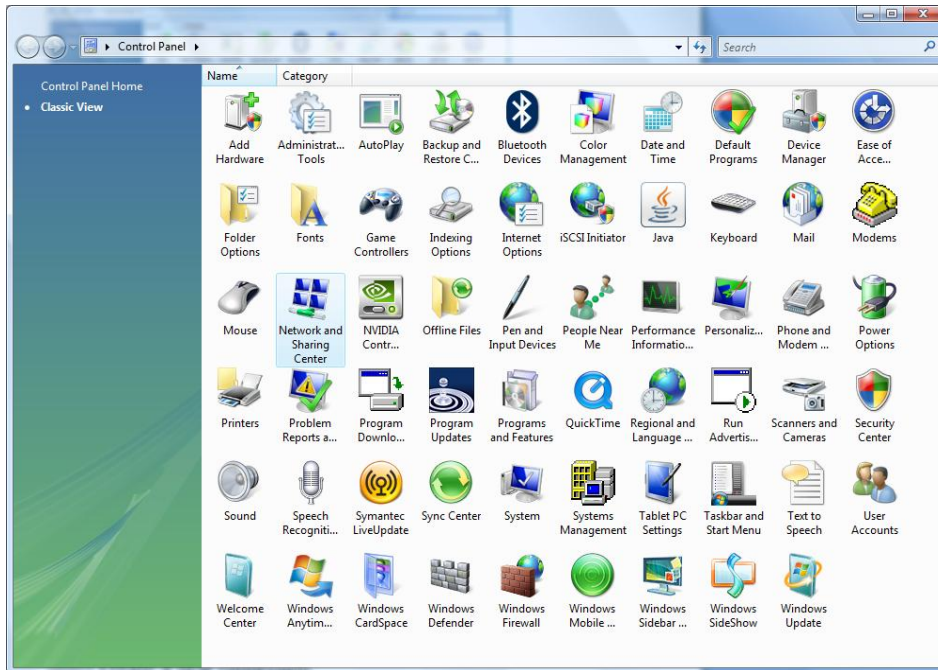
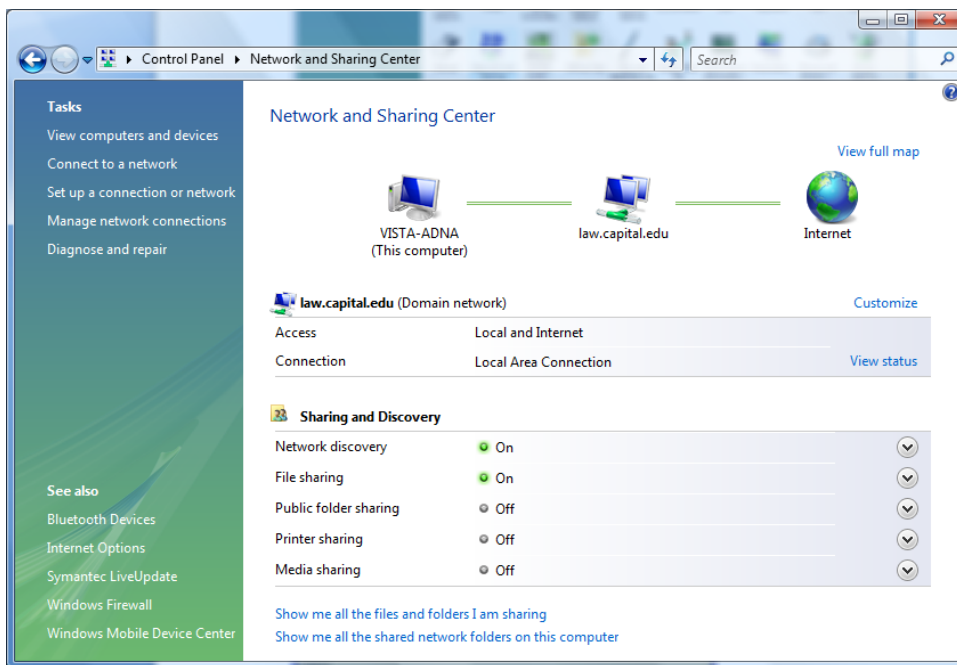


Adding a VPN connection in Windows Vista

Open up the Control Panel by selecting Start, Control Panel

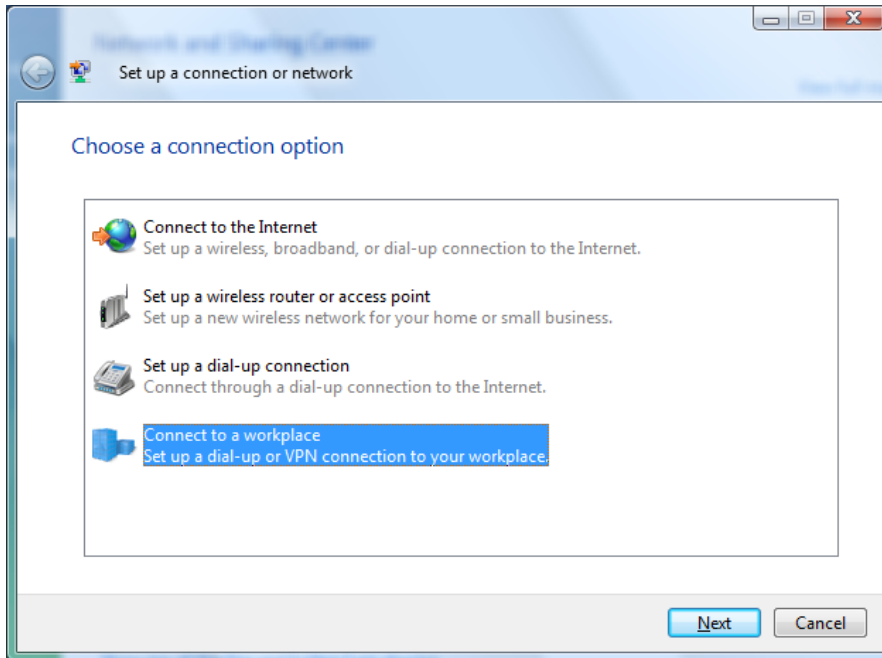


Double click on Network and Sharing Center.



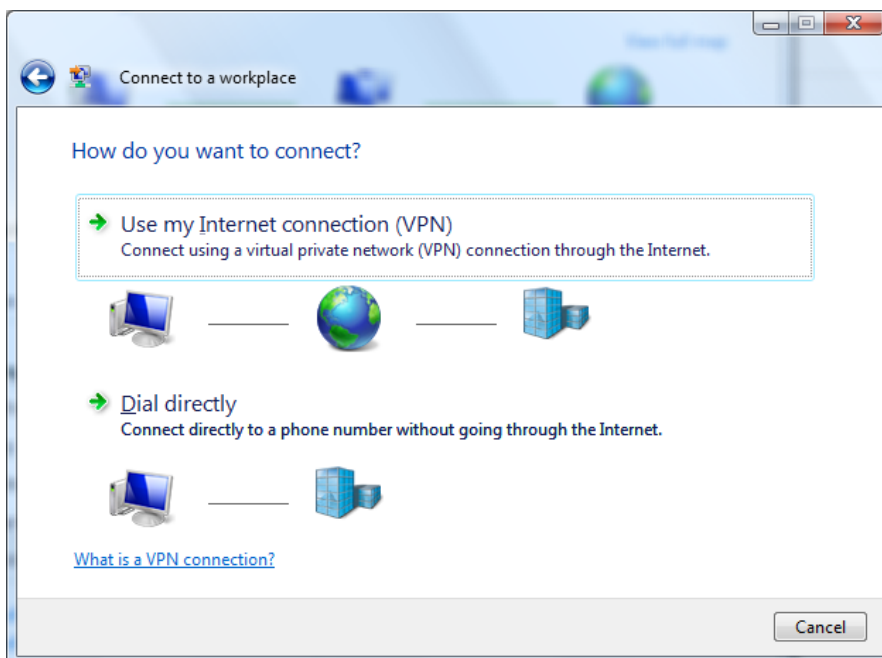
Select **“Setup a new connection or network”**.

You should see the New Connection Wizard

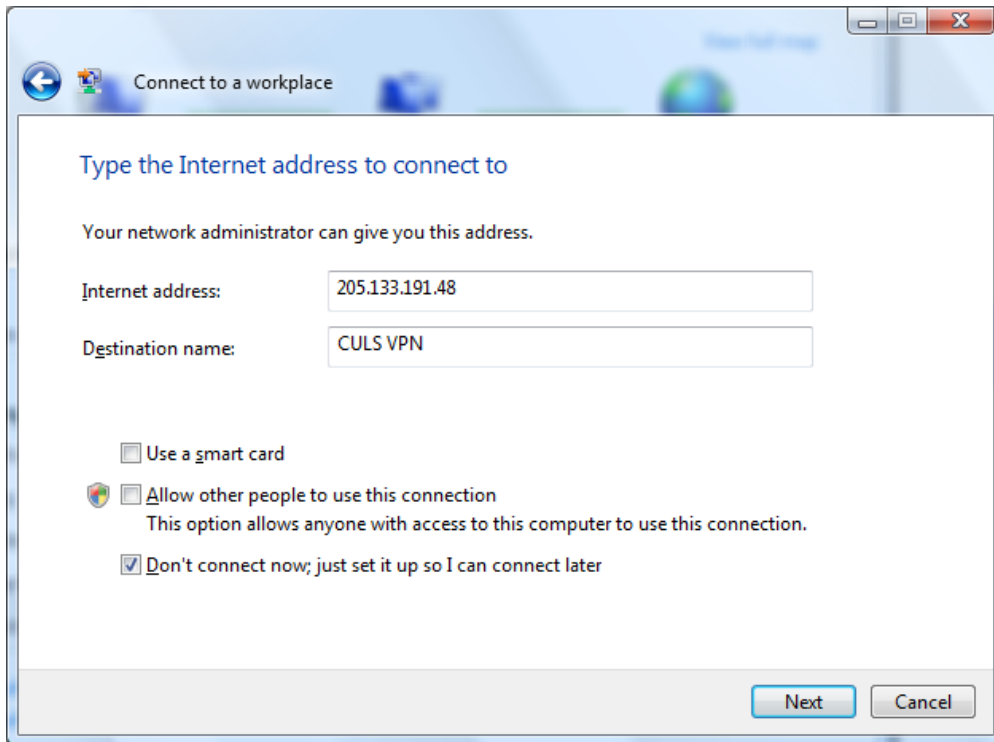


Select "Connect to a workplace" and click **NEXT**

You may be greeted by this message:

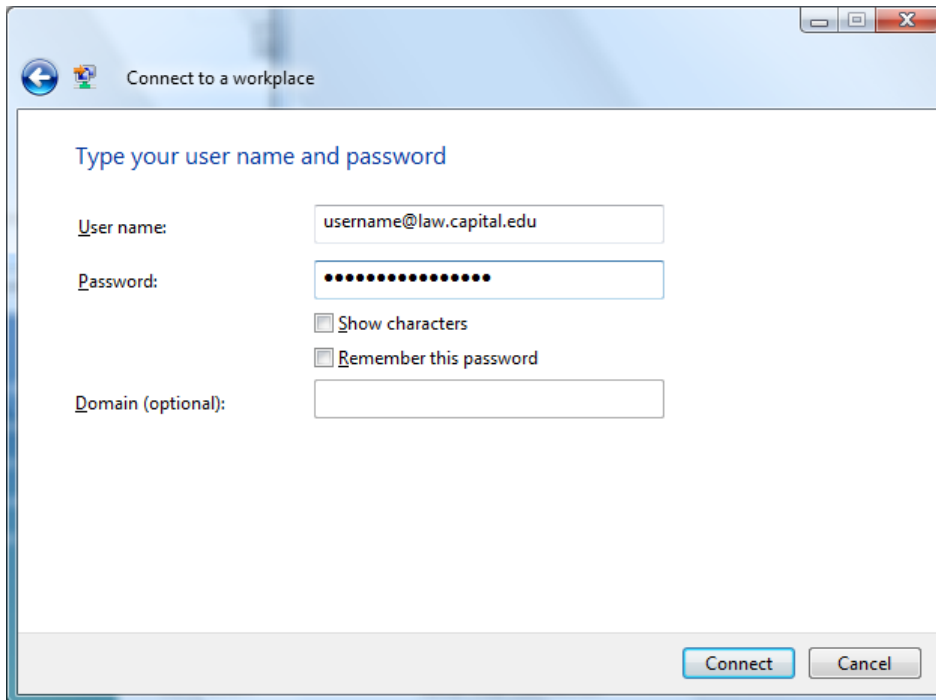


Choose "Use my Internet connection (VPN)"



In the Internet address field, type the address shown in the picture above

Type in a description (can be anything you'd like) for the Destination name, check the box for "Don't connect now..." and click **NEXT**.



Connect to a workplace

Type your user name and password

User name:

Password:

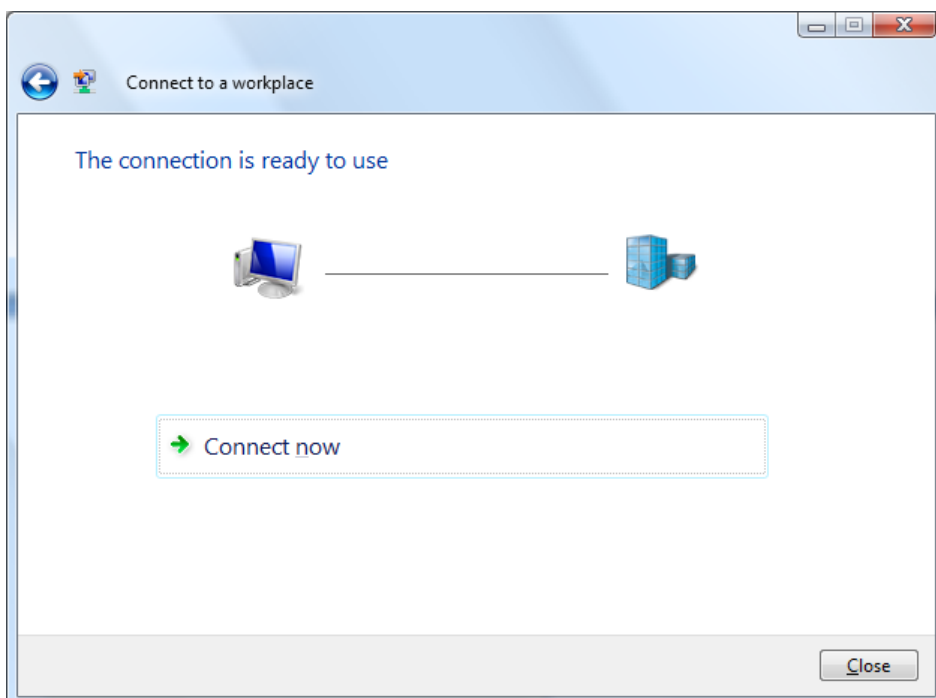
Show characters

Remember this password

Domain (optional):

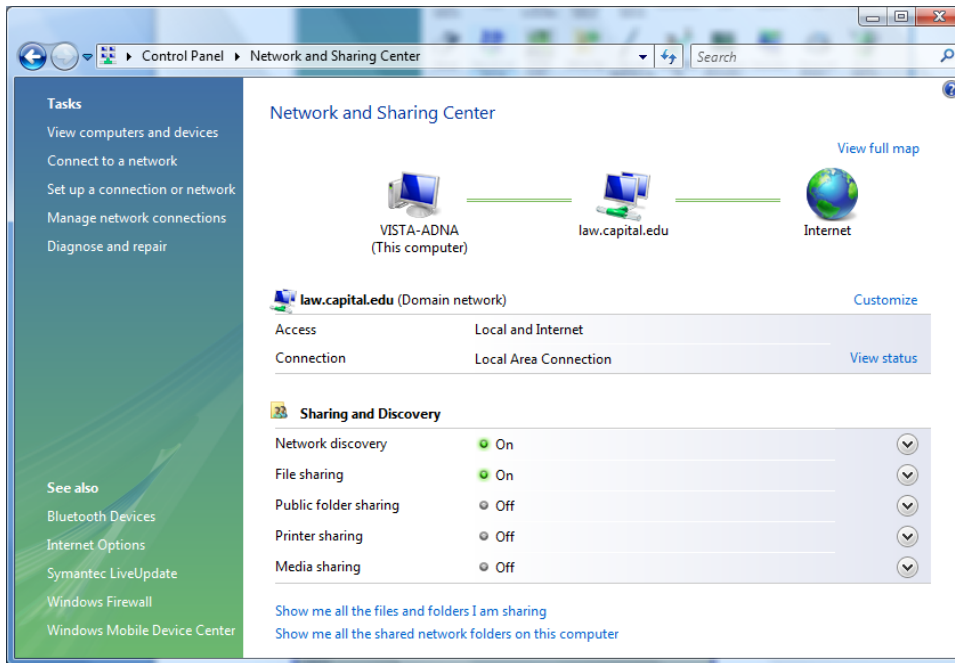
Enter your username (with @law.capital.edu after it) and password. We recommend not checking the "Remember this password" box for security reasons.

Click on the **CREATE** button

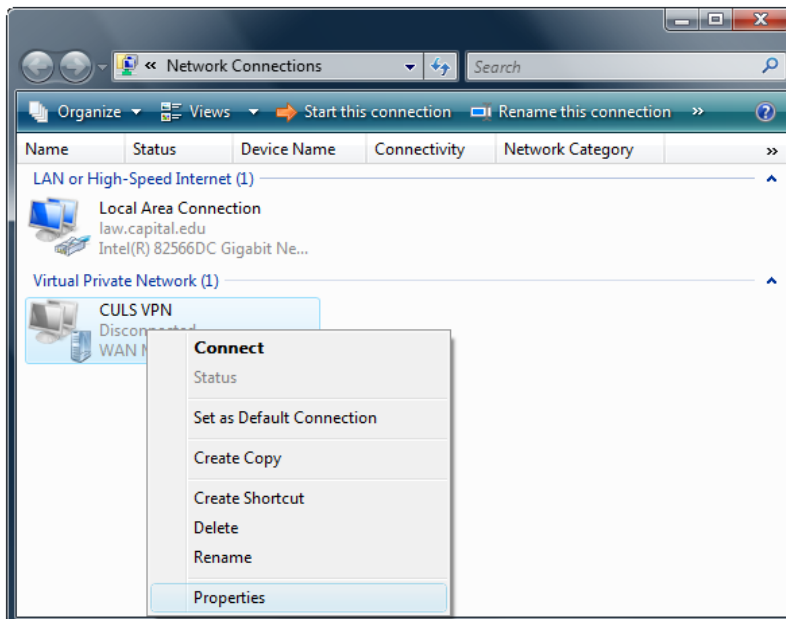


You will get a screen saying the connection is ready to use. Click the **CLOSE** button so we can finish configuring the connection...

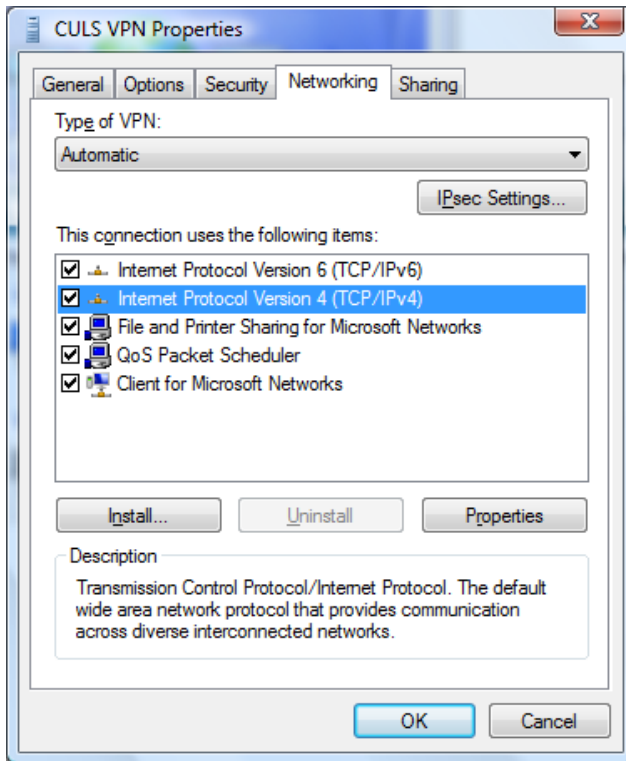
You will be returned to the Network and Sharing Center Screen



Select "Manage network connections"



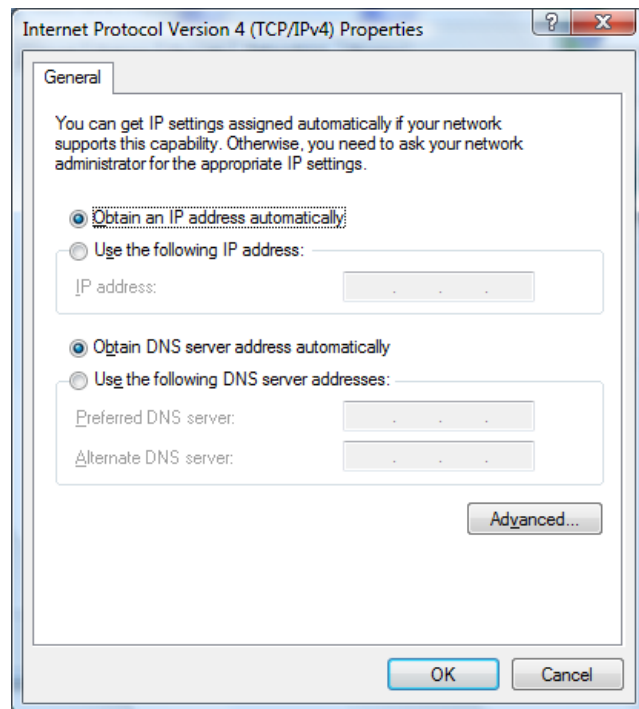
Right-click on the VPN connection that was just created and choose "Properties"



Click on the **Networking** tab along the top of this window and you will see something similar to the above. Highlight the **Internet Protocol Version 4 (TCP/IPv4)** line by clicking on it once, then and click the **Properties** button.

Make sure these settings are the same as shown here and

Click **Advanced**

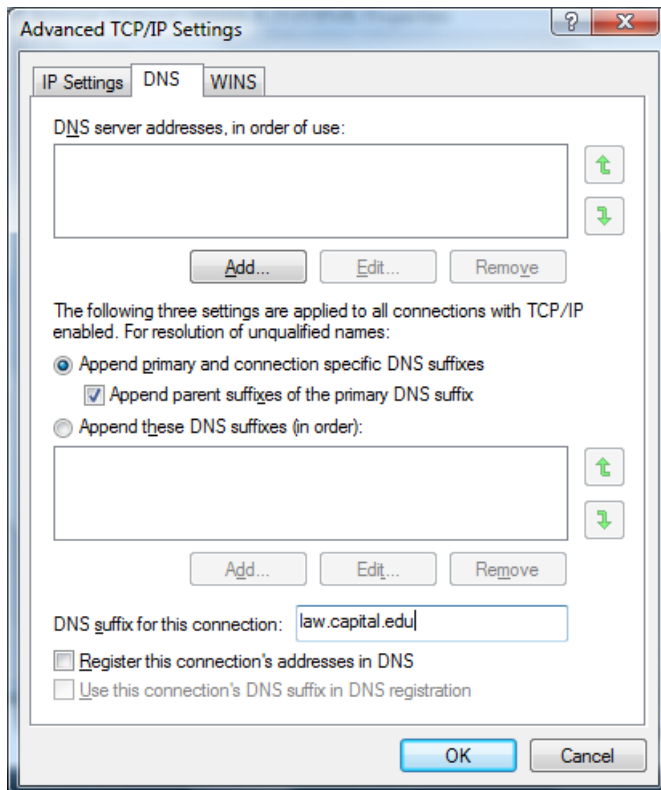
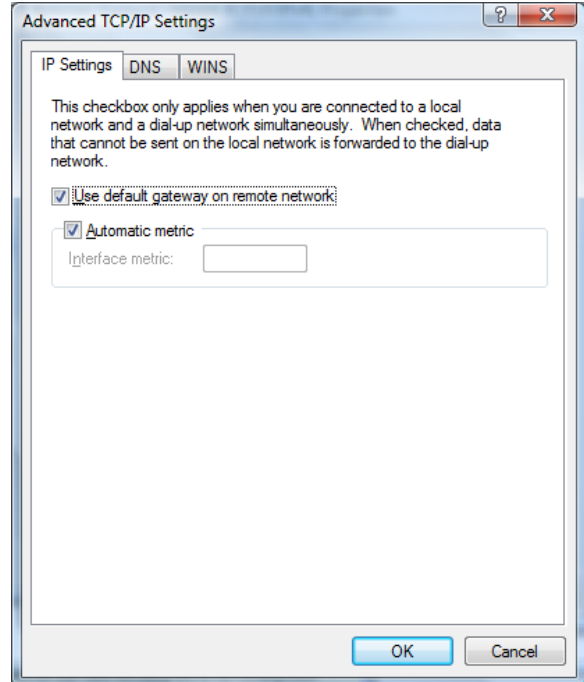


Make sure that "Use default Gateway on Remote network" is checked

***** Important *****

When you select "Use default Gateway on Remote network" you will be using the campus as your internet connection... this can cause a performance (slow speed) issue if you were to browse to web pages when connected to the VPN. We encourage you to only work on documents over the VPN connection and disconnect the VPN connection when browsing the internet.

Click on the **DNS** tab on the top of this window

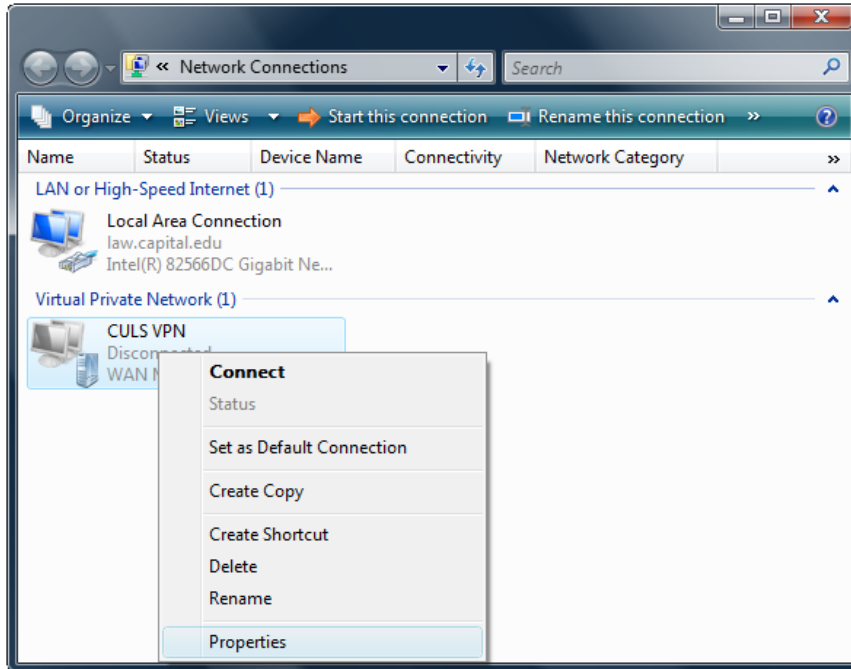


You will need to add law.capital.edu to the "DNS suffix for this connection"

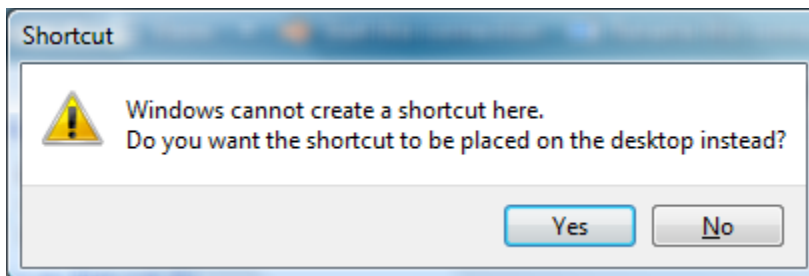
Click **OK** for the next three (3) windows.

You will be returned to the network connections screen (below)

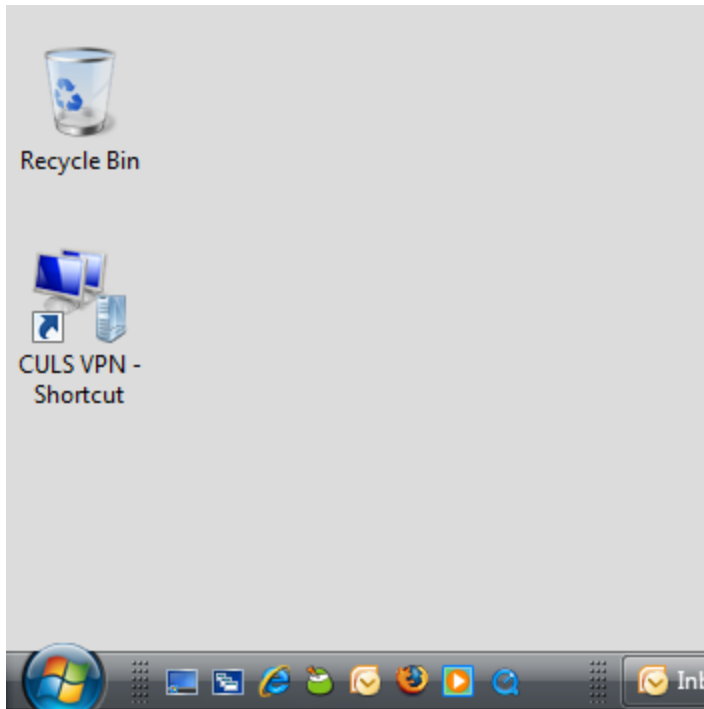
Now we'll need to setup a desktop shortcut (optional)...



Once again right click on the VPN connection and choose "Create Shortcut"

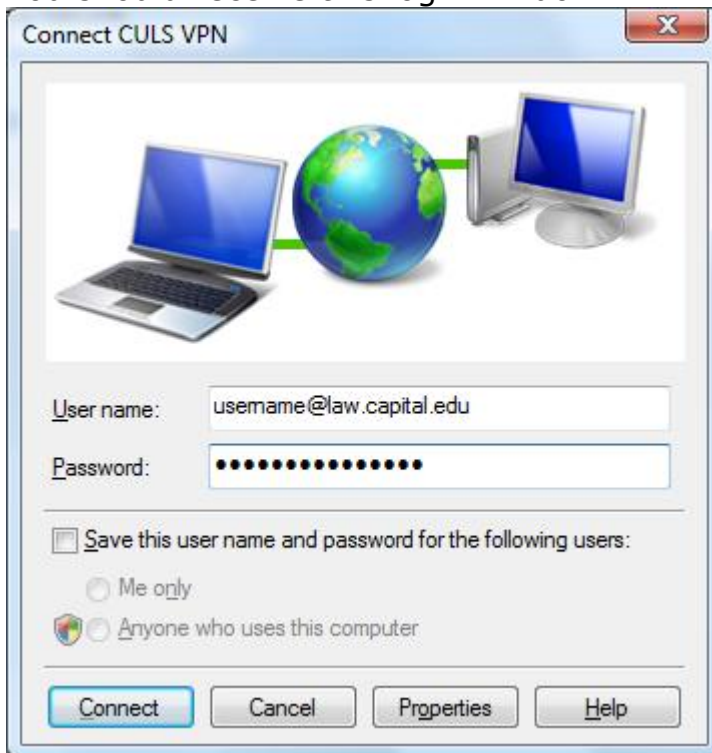


You will receive the message above when trying to create the shortcut... click **YES** to have an icon placed on your desktop (recommended)



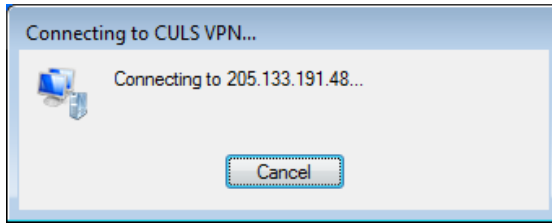
You should now have a shortcut on your desktop. Double-Click on it to connect to the VPN

You should receive this login window:

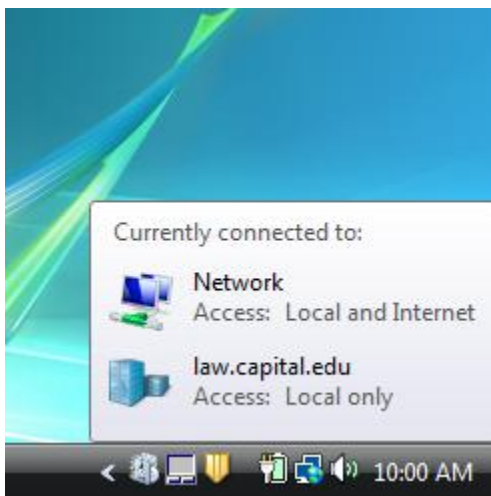


Put in your username and password (if they are not already listed)

And click **CONNECT**



You will see a series of small information windows quickly pop up saying that you are being authenticated and registered on the network.



Once that is complete, your status bar (usually at the bottom of your screen) will show the Network connection icon (looks like two small computers with a Globe over them). If you place your mouse over the icon, it will pop up a box showing "law.capital.edu" with "Access: Local Only" shown beneath.

Accessing your User Drive N:

All Faculty and Staff at Capital Law School have an N: drive just for their files. When connecting with VPN the N: drive with not appear automatically.

To connect the N: drive on your PC (if it's not already there) follow this procedure:

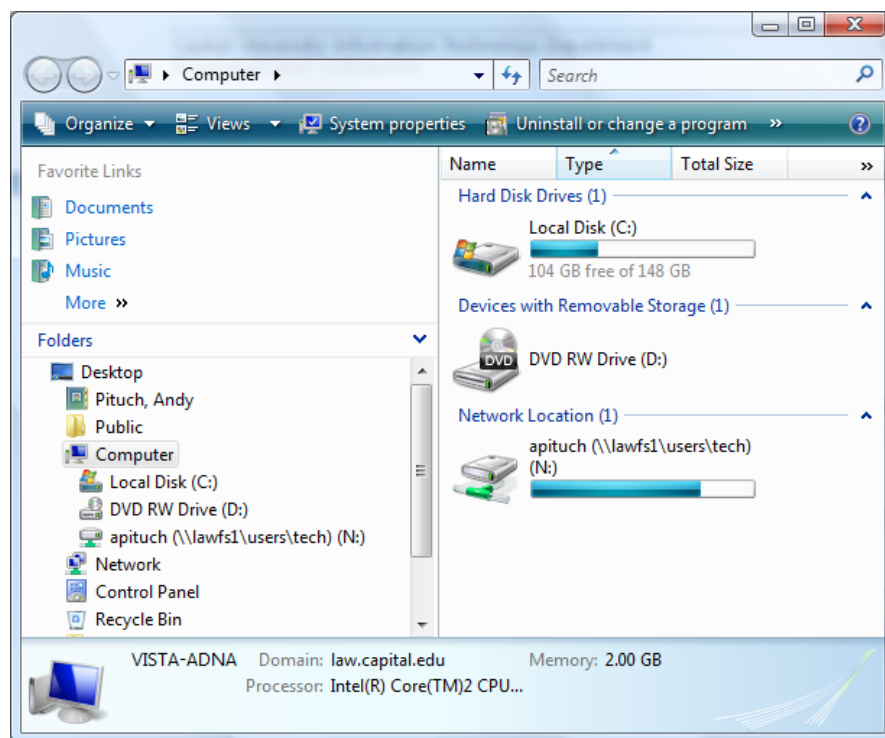
Click on the start Button and type in the "Start Search" box:
Net use N: [\\lawfs1\users\<DEPARTMENTNAME>\<USERNAME>](#)

You will need to change <DEPARTMENTNAME> to the correct department (either FACULTY or STAFF)

You will need to replace <USERNAME> with your username
-This is generally everything that is listed before the @ symbol in your email address

You should now see your N: when you open Computer from the Start Menu

(Similar to the screen shown to the right)



For gaining access to other Network Drives please contact the Helpdesk