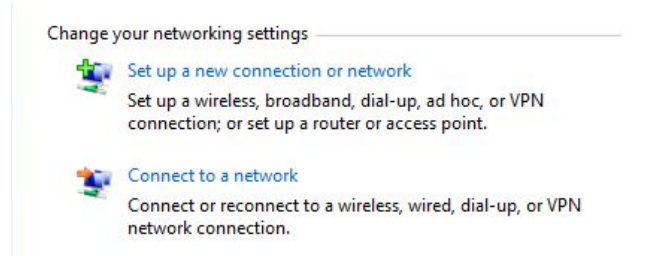


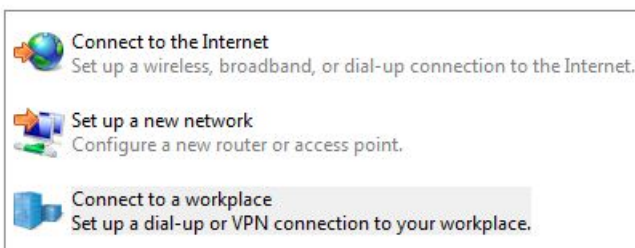
Windows 7 VPN Setup Instructions

Open up the Network and Sharing Center by going to the Control Panel and clicking on Network and Internet. Select Set up a new connection or network and click Next.



Select Connect to a workplace and click Next.

Choose a connection option



On the How do you want to connect screen select Use my Internet connection (VPN) and click Next.

How do you want to connect?



For the Internet address type in "culsvpn.law.capital.edu" without the quotes. Name it whatever you would like in the Destination name box. Check the box next to Don't connect now... and then click Next.

Type the Internet address to connect to

Your network administrator can give you this address.

Internet address:

Destination name:

- Use a smart card
- Allow other people to use this connection
This option allows anyone with access to this computer to use this connection.
- Don't connect now; just set it up so I can connect later

Type in your full email address in the username box. Type in your current password in the password box and click Next.



Type your user name and password

User name:

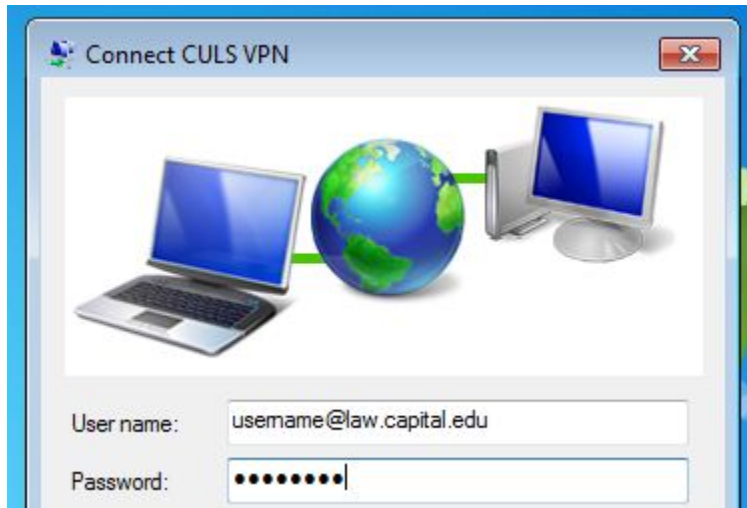
Password:

Go back to the Network and Sharing Center and select Connect to a network.

Change your networking settings

-  [Set up a new connection or network](#)
Set up a wireless, broadband, dial-up, ad hoc, or VPN connection; or set up a router or access point.
-  [Connect to a network](#)
Connect or reconnect to a wireless, wired, dial-up, or VPN network connection.

Type in your full email address and password and click Connect.



Accessing your User Drive N:

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

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

- Click on the Start button and type in the “Search programs and files” box “\\lawfs1\users\departmentname\username” without the quotes
- You will need to change “departmentname” to the correct department (either Faculty or Staff)
- You will need to change “username” with your username which is everything before the @ symbol in your email address