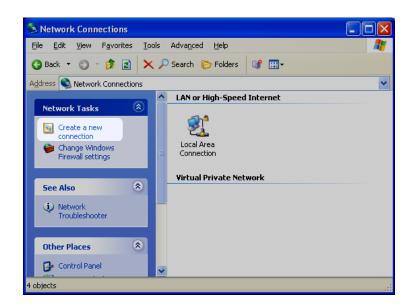
Adding a VPN connection in Windows XP

Open up the Control Panel by selecting Start, Settings, Control Panel (in Classic Menu view) or Start, Control Panel (in XP Menu view).



Double click on Network Connections.



Select Create a new connection.

You should see the New Connection Wizard



Click Next



Choose Connect to the network at my workplace then click next.



Choose Virtual Private Network connection then click next.



Type a name for your VPN connection in the box and click **next**.



Depending on the Internet Connection you are using, you might get the Public Network screen asking if the computer needs to dial up to access the Internet first. If you Select **Automatically dial this** initial connection choice then select your Internet Dial-up connection type drop from the down choices and click next...

You might also get this screen if you already have other VPN connections set up. If so, select the **Do not dial the initial connection** choice and click **next**.

In the VPN Server Selection screen, type in "culsvpn.law.capital.edu" without the quotes.



Select the radio button **Do not use my smart card** and click **Next**

If you are not on a shared computer select **My use only** then click **Next**.



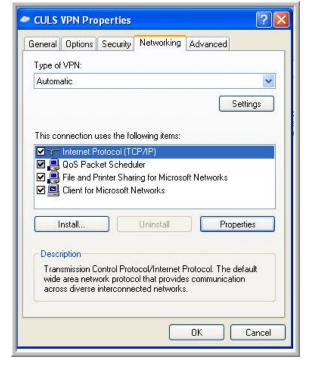


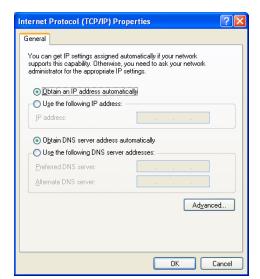
If you want to create a shortcut for your VPN connection on your desktop, click on the checkbox by this option as shown above, then click **Finish**



Right after the Wizard closes it will launch the VPN connection. To finish the setup process, click on the **Properties** button.

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





Click on the Advanced button.

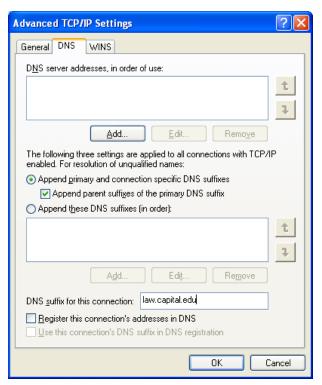
Make sure the **Use default gateway on remote network** checkbox is checked.

*** Important ***

When you select "Use default Gateway on Remote network" you will be using campus the as your internet connection... this can cause 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





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

Click **OK** 3 Times to be returned to the login screen.



Enter your logon ID (full email address) and Password.

For security purposes, we recommend that you do not select to save your username and password.



When you want to connect just click the **connect** button. 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 VPN connection icon (looks like two small computers). If you place your mouse over the icon, it will pop up a



box showing the name of the VPN connection and the bytes sent and received. This is also how you will disconnect. If you right click on the two computers then a popup menu will appear giving you the choice to Disconnect.

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 the RUN and type:

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