

## How to Use VPN on a College Owned Computer

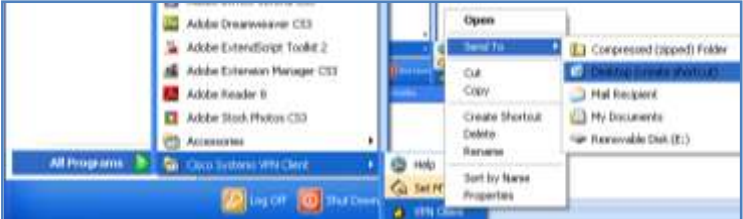

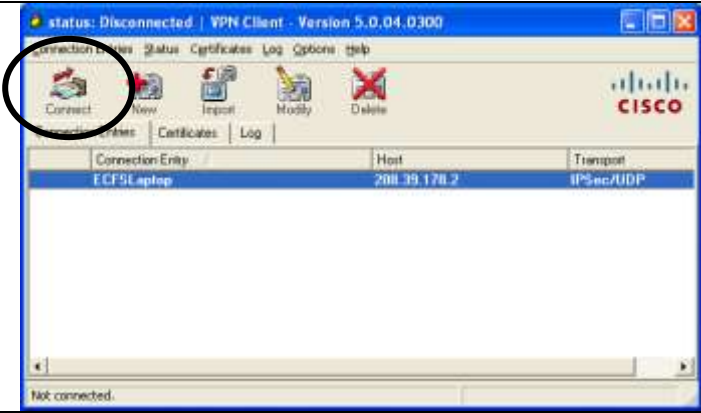
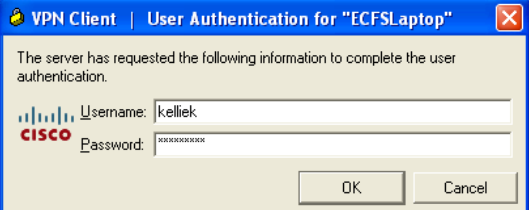
### Situation:




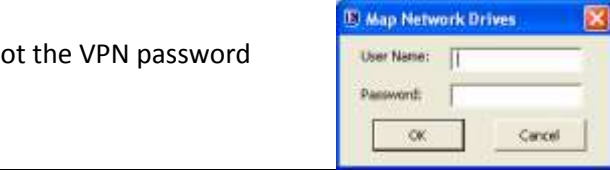

Now that Virtual Private Network (VPN) is installed on your college owned laptop, how do you use it?

### Overview:

VPN will not work if your computer is connected to the college network. You must use VPN with your home Internet Service Provider, or wireless café connection, etc. After VPN is connected and you have mapped your network drives, this version of VPN will work the same as the old version.

### Step by Step Instructions:

1.	Create a shortcut on the desktop and start VPN from the shortcut
2.	<p>Click Start, All Programs, Cisco Systems            RIGHT mouse click VPN Client            Point to Sent To, click Desktop            (create shortcut)</p> <p>You will only need to do this once</p> 
3.	<p>Double click the VPN shortcut on the desktop</p> <p>(or connect the old fashioned way: Start, Programs, Cisco Systems, VPN Client</p> 
4.	<p>Click ECFSLaptop            Click Connect</p> 
5.	<p>Username: Type your college username            Password: Type the password you specified on the VPN form</p> <p>The VPN password never expires  <b>DON'T TYPE YOUR COLLEGE PASSWORD</b>            Your college password will not work</p> 

6.	Click Continue	
7.	The closed lock on the system tray indicates that VPN is connected	
8.	Map your college network folders Double click the MapNetworkDrivesStaff icon	
9.	Username: type your network username Password: type your NETWORK PASSWORD, not the VPN password Click OK	
10.	Confirmation that the network folders can now be accessed	
11.	My Computer window after network folders are mapped  Now you can... Open files and save them to network folders Use programs which access information from the network	