

Instructions to Create VPN Connection for Windows 2000

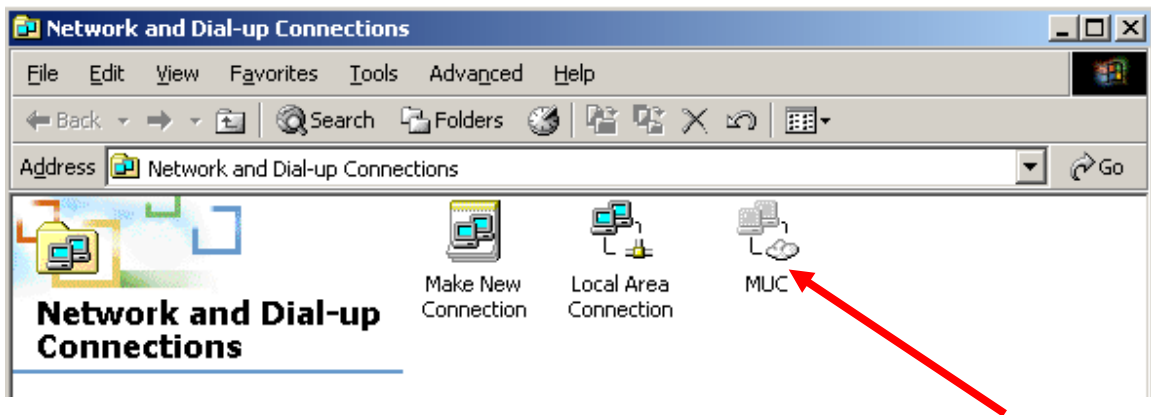
Function: These instructions allow the user to **create** a secure connection through a Virtual Private Network (VPN) from which he or she may access Mount Union College's network resources from an off campus location.

1. Right click on **My Network Places**, select **Properties**
2. Choose **Make New Connection**. The Network Connection wizard will appear.
3. Click **Next** at the first screen.
4. Choose **Connect to a private network through the Internet**. Then click **Next**.
5. Choose **Virtual Private Network Connection**. Then click **Next**.
6. Enter **199.18.239.3** for the Hostname. Then click **Next**.
7. Select **For all users**. Then click **Next**.
8. **Muc** is recommended for the **name you want to use for this connection**; however, any input is valid.
9. If a shortcut on the desktop is desired, check the box. Choosing the shortcut is recommended. Now click **Finish**.

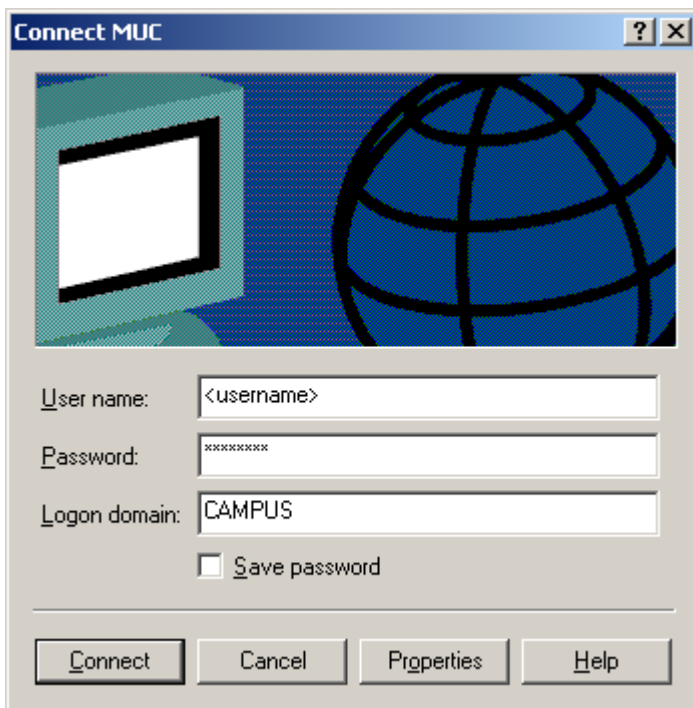
Instructions to Open VPN Connection for Windows 2000

Function: These instructions allow the user to **open** a secure connection from which he or she may access Mount Union College's network resources from an off campus location. In order to establish a VPN connection, the computer must be currently signed on to a service provider, such as a dial-up connection, DSL, or a cable connection.

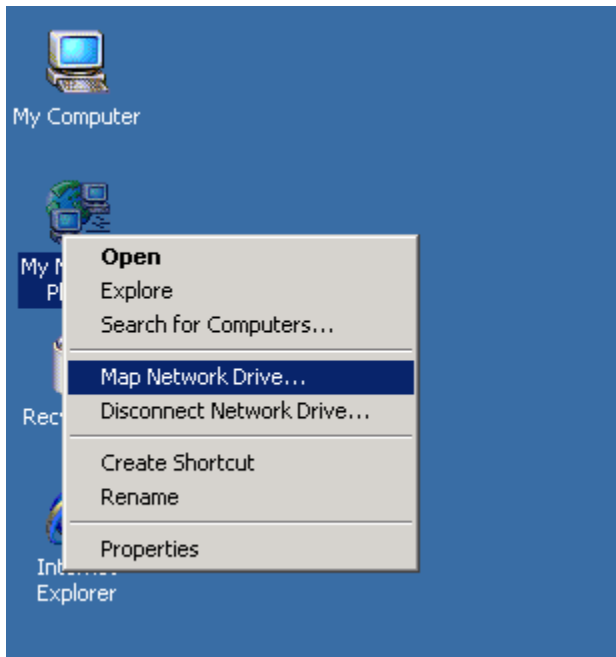
1. If a shortcut on the desktop exists, double click on the shortcut to open the sign on screen.
2. If the shortcut does not exist on the computer **and** the VPN connection has been created, right click on **My Network Places**, select **Properties**. Then choose **MUC** as shown below and sign on screen will be displayed.



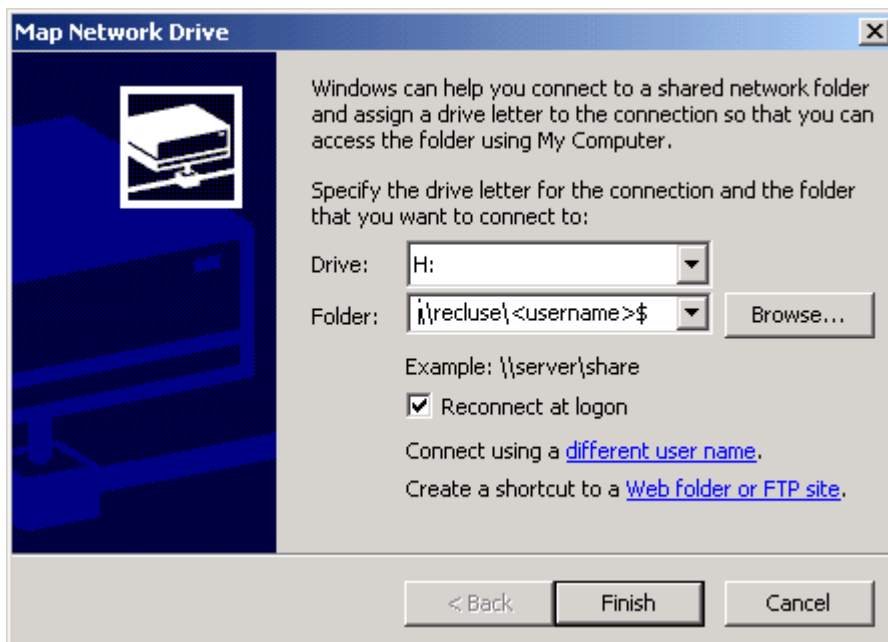
3. Be sure the **Logon domain** text field is shown. If it is not displayed, choose **Properties** then the **Options** tab. Under **Dialing options** select **Include Windows logon domain**, then **OK**. Sign onto the network with username and password with **CAMPUS** as the domain. See sign on screen picture below.



3. To obtain access to network drives, each drive must be mapped. Right click on **My Network Places**, choose **Map Network Drive...** as shown below.



- a. To map the H: drive, choose **H:** as the Drive and enter `\\172.16.100.250\<username>$` as the Folder. The username entered should be your username for Mount Union. For example: `\\172.16.100.250\smithbe$`. Be sure that the **Reconnect at logon** box is always checked. Then click **Finish**. See picture below.



b. To map the M: drive, choose **M:** as the Drive and enter **\\172.16.100.250\shared\$** as the Folder. Then click **Finish**.

c. Faculty and Staff: To map the S: drive, choose **S:** as the Drive and enter **\\172.16.100.250\<department>_common\$** as the Folder. For example, Psychology: **\\172.16.100.250\PY_common\$**. Then click **Finish**.

January 13, 2004