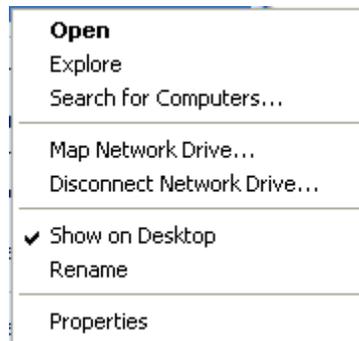


Connecting to the College of Mount Saint Vincent VPN

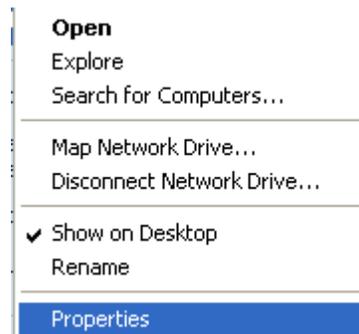
- 1) Click the Start Menu on the lower left hand corner of the screen. You will get a Menu that looks like this:



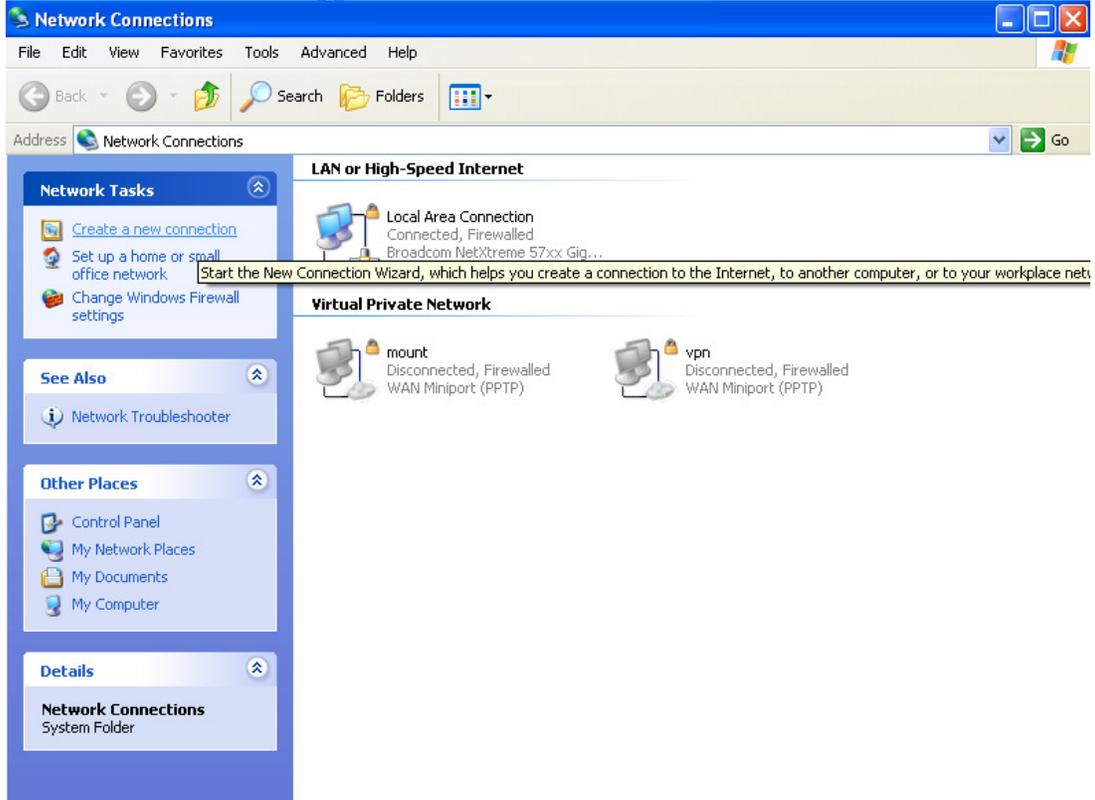
2) Right-Click on My Network Places. You will see the following menu:



3) Click on Properties:



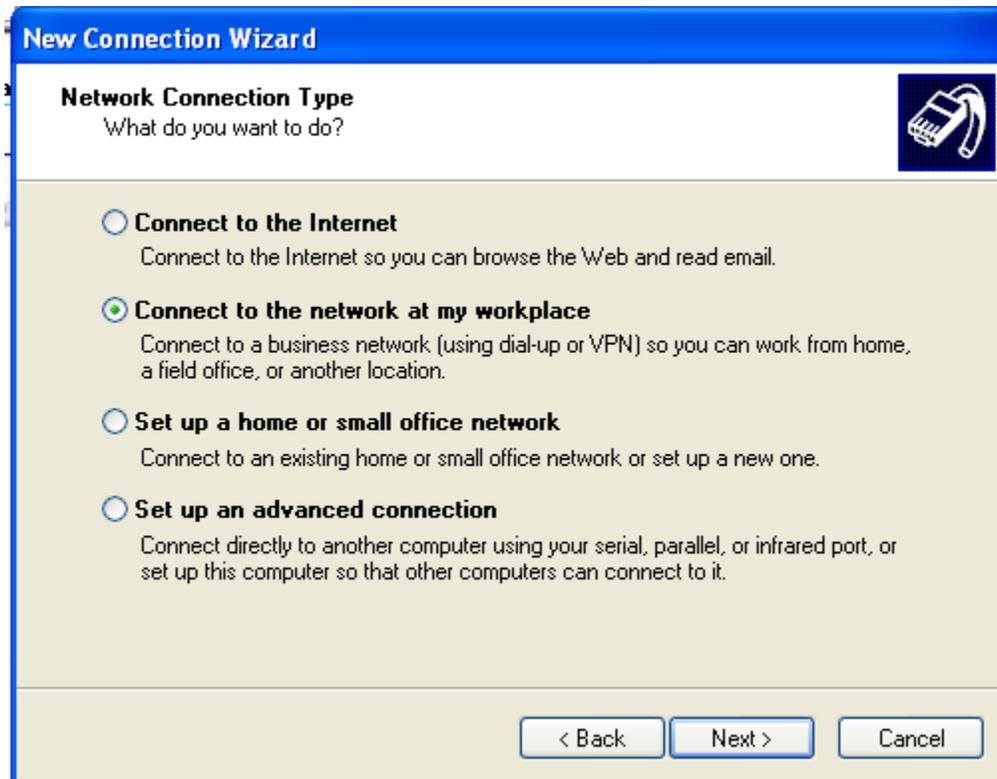
4) You will see the “Network Connections Menu. Click on the “Create a new connection” link on the upper left hand side of the menu:



5) When you get to the New Connection Wizard, click Next:



6) Click on the “Connect to the network at my workplace” and click Next:



7) Click on “Virtual Private Network connection” and click Next:



8) You will be asked to input a company name. Type in “College of Mount Saint Vincent VPN” and click Next:

New Connection Wizard

Connection Name
Specify a name for this connection to your workplace.

Type a name for this connection in the following box.

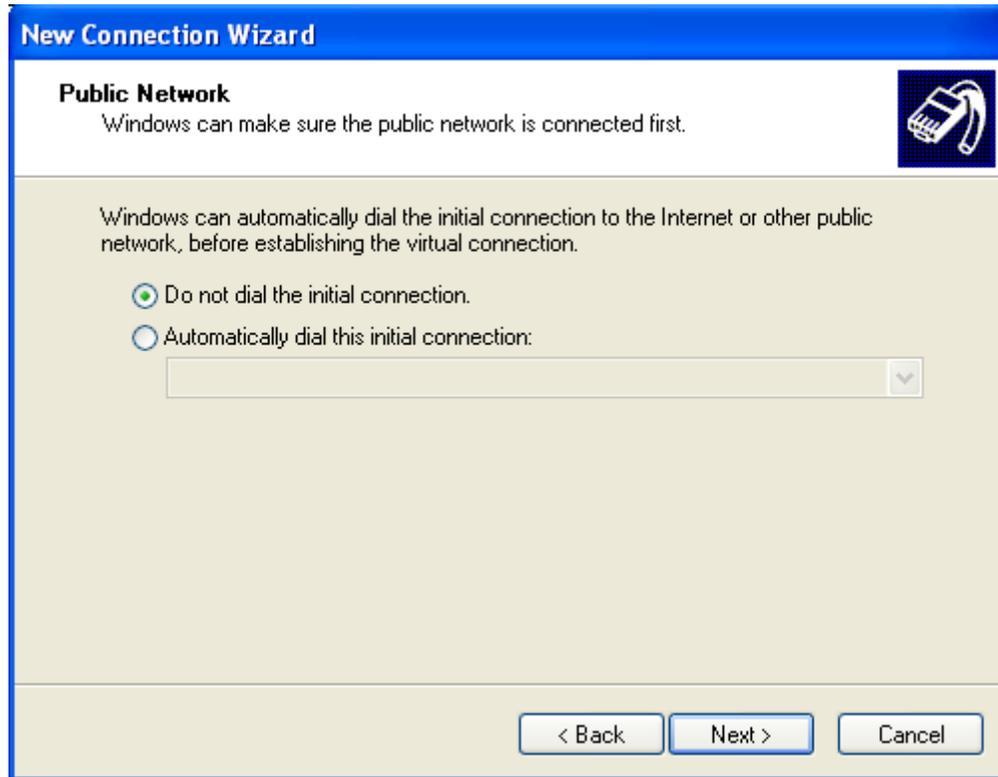
Company Name

College of Mount Saint Vincent VPN

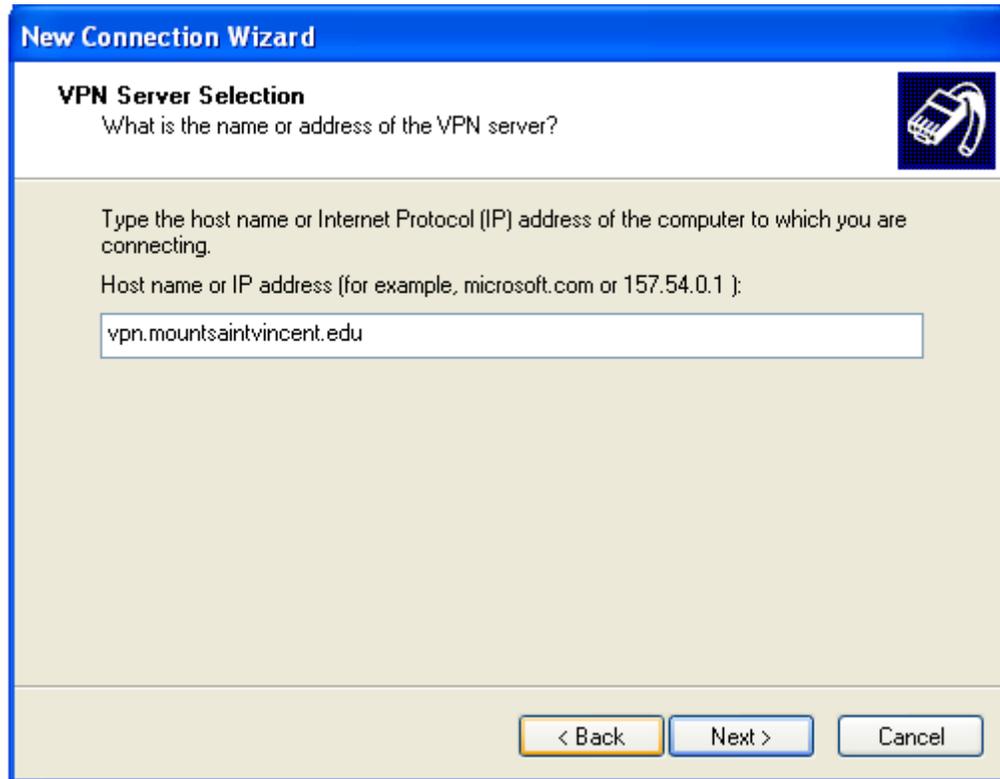
For example, you could type the name of your workplace or the name of a server you will connect to.

< Back Next > Cancel

9) Click on the “Do not dial the initial connection.” Button and click Next:



10) Type in “vpn.mountsaintvincent.edu” and click Next:



The image shows a Windows-style dialog box titled "New Connection Wizard". The main heading is "VPN Server Selection". Below the heading is the question "What is the name or address of the VPN server?". To the right of this text is a small icon of a network card. Below the question, there is a text box containing the text "vpn.mountsaintvincent.edu". Above the text box, there is a line of text: "Type the host name or Internet Protocol (IP) address of the computer to which you are connecting." and another line: "Host name or IP address (for example, microsoft.com or 157.54.0.1):". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

New Connection Wizard

VPN Server Selection
What is the name or address of the VPN server?

Type the host name or Internet Protocol (IP) address of the computer to which you are connecting.
Host name or IP address (for example, microsoft.com or 157.54.0.1):

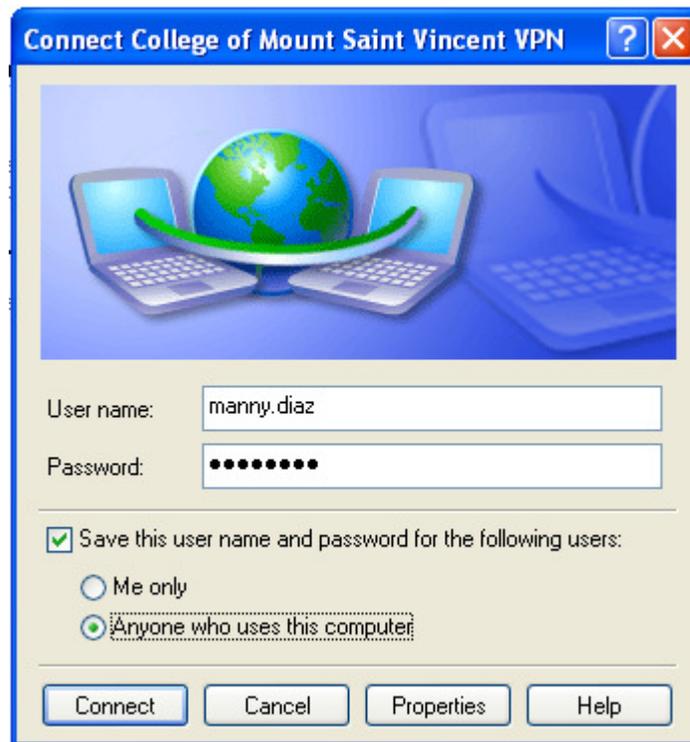
vpn.mountsaintvincent.edu

< Back Next > Cancel

11) Make sure that the Checkbox for “Add a shortcut to this connection to my desktop is checked. Then click Finish:



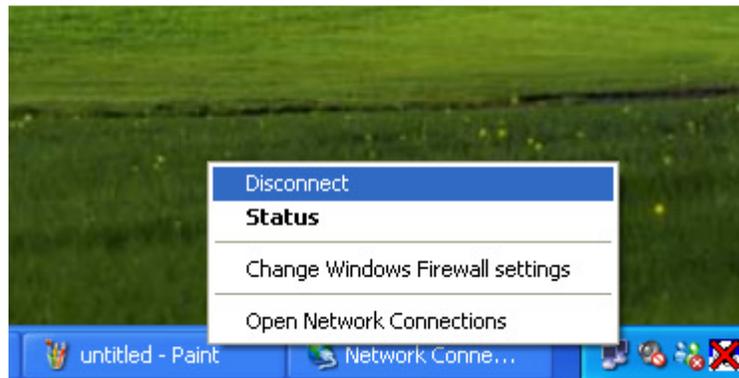
12) Type in your Dolphinet username and password (The same username and password as your e-mail). Then, make sure to place a check on the “Save this user name and password for the following users:” box. Also, make sure to click on “Anyone who uses this computer”. Then click Connect:



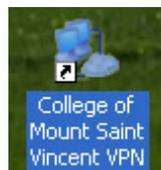
13) If everything was set up correctly, you will see the “College of Mount Saint Vincent VPN is now Connected” message on your Windows Taskbar. You are now connected to the College of Mount Saint Vincent’s Network. You can work with applications like the CMS and Banner.



- 14) To disconnect from the VPN, right click on the “College of Mount Saint Vincent VPN connection



- 15) To reconnect to the VPN, click on the “College of Mount Saint Vincent VPN” icon on your desktop:



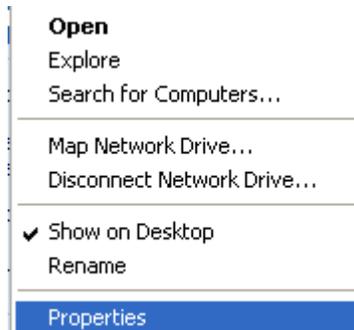
- 16) If you are unable access any websites while connected to the VPN, please click on the Start Menu on the lower left hand corner of the screen. If you are able to access your web services, then you can stop following steps. You will get a Menu that looks like this:



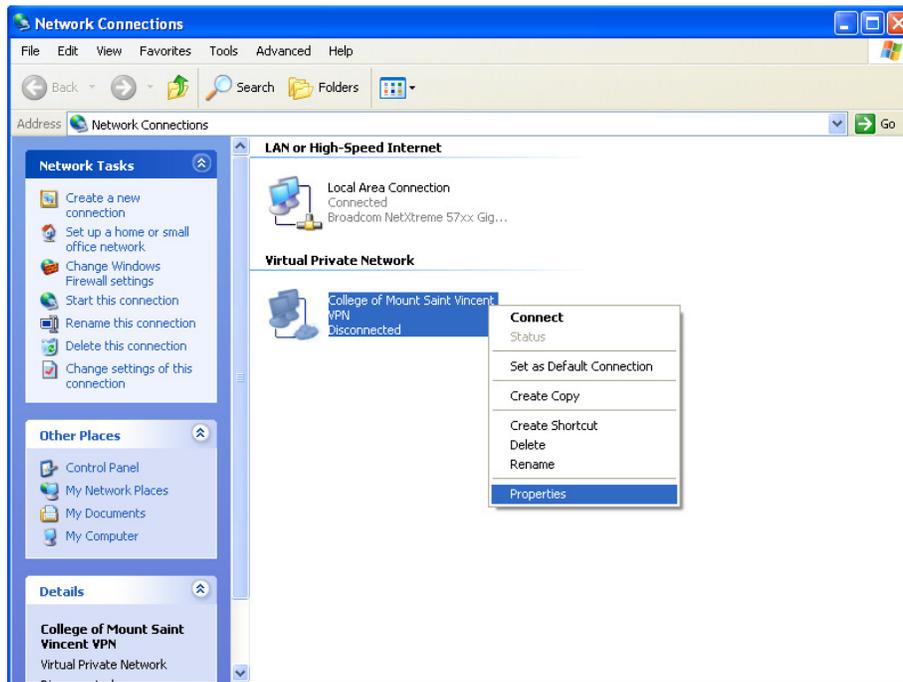
- 17) Right-Click on My Network Places. You will see the following menu:



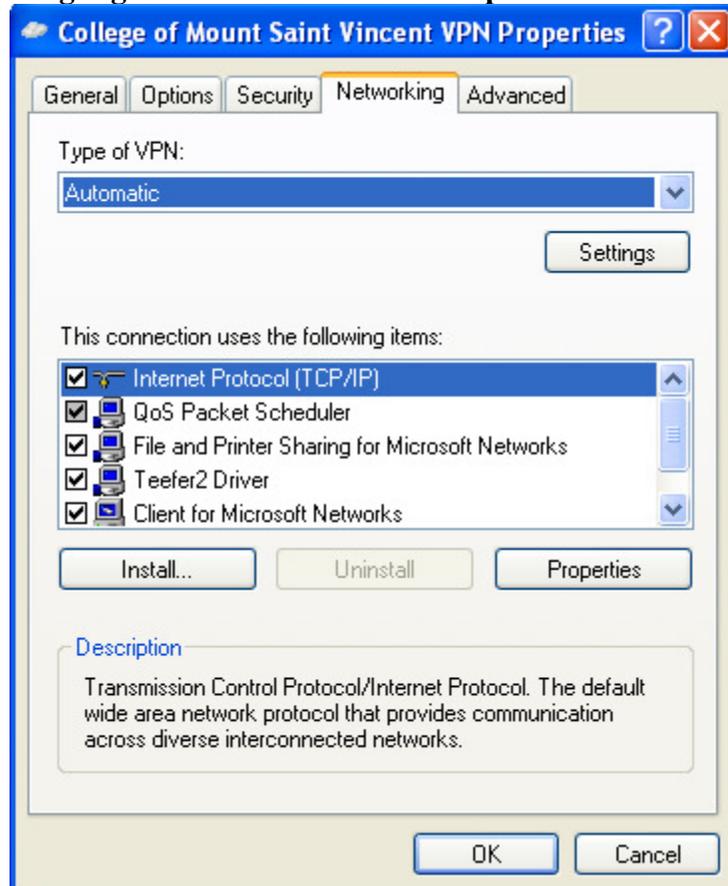
18) Click on Properties:



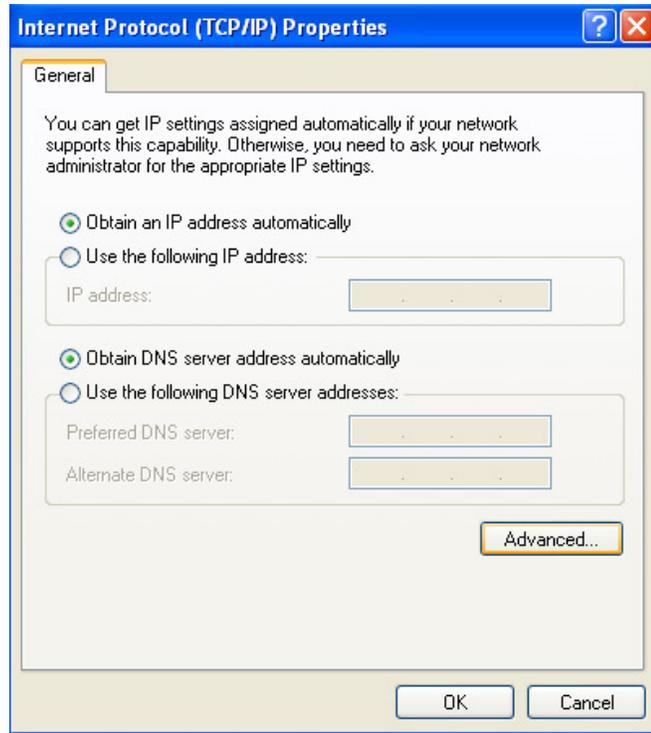
19) You will see the Network Connections screen. Please right click on “College of Mount Saint Vincent VPN” and click properties



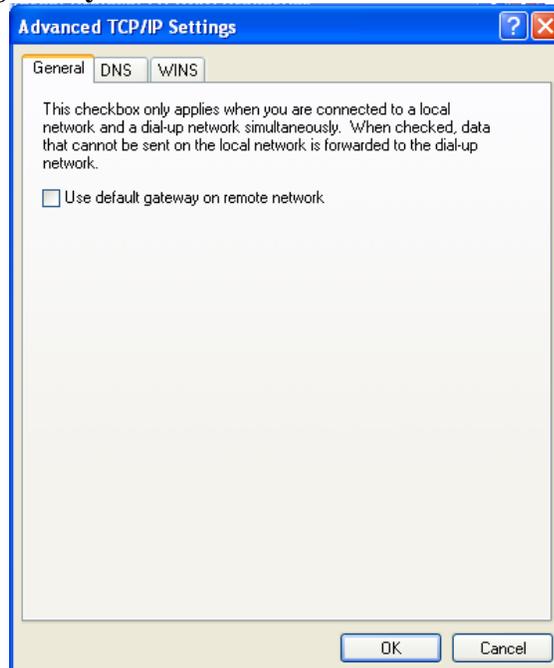
- 20) You will see the “College of Mount Saint Vincent VPN Properties” screen. Click on the Networking Tab and make sure that “Internet Protocol (TCP/IP)” is highlighted. The click on the Properties button.



- 21) You will then see the “Internet Protocol (TCP/IP) Properties” screen. Please click on the “Advanced...” button.



- 22) You will then see the “Advanced TCP/IP Settings” screen. Please uncheck the “use default gateway on remote network box”.



23) Please refer to step 15 to log into the VPN. Please use your Dolphinet username and password to log into your VPN.

24) If you are still experiencing issues with your VPN connection, you can contact the helpdesk at:

Administration Building room 414
helpdesk@mountsaintvincent.edu
(718) 405 -3340