## 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:

	<b>Open</b> Explore Search for Computers
	Map Network Drive Disconnect Network Drive
•	Show on Desktop Rename
	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:

Ne	ew Connection Wizard
	Network Connection Type     What do you want to do?
	<ul> <li>Connect to the Internet         Connect to the Internet so you can browse the Web and read email.     </li> <li>Connect to the network at my workplace         Connect to a business network (using dial-up or VPN) so you can work from home,             a field office, or another location.     </li> <li>Set up a home or small office network         Connect to an existing home or small office network or set up a new one.     </li> </ul>
	Set up an advanced connection Connect directly to another computer using your serial, parallel, or infrared port, or set up this computer so that other computers can connect to it.
	< Back Next > Cancel

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

New Connection Wizard	
Network Connection How do you want to connect to the network at your workplace?	
Create the following connection:	
Ulai-up connection	
Connect using a modem and a regular phone line or an Integrated Services Digital Network (ISDN) phone line.	
Virtual Private Network connection	
Connect to the network using a virtual private network (VPN) connection over the Internet.	
< Back Next > Cancel	

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 VFN 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:

New Connection Wizard
Public Network Windows can make sure the public network is connected first.
Windows can automatically dial the initial connection to the Internet or other public network, before establishing the virtual connection.
<ul> <li>Do not dial the initial connection.</li> </ul>
<ul> <li>Automatically dial this initial connection:</li> </ul>
< Back Next > Cancel

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

New Connection Wizard	
VPN Server Selection         Image: 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:

Connect Coll	ege of Mount Saint Vincent VPN 🛛 ? 🔀
User name:	manny.diaz
Password:	•••••
Save this of Me onl Anyoni Connect	user name and password for the following users: y e who uses this computer Cancel Properties Help

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:

<b>Open</b> Explore Search for Computers
Map Network Drive Disconnect Network Drive
✓ Show on Desktop Rename
Properties

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.

🗢 College of Mount Saint Vincent VPN Properties <table-cell></table-cell>	×		
General Options Security Networking Advanced			
Type of VPN:			
Automatic			
Settings	ן נ		
This connection uses the following items:			
<ul> <li>Internet Protocol (TCP/IP)</li> <li>QoS Packet Scheduler</li> <li>File and Printer Sharing for Microsoft Networks</li> <li>Teefer2 Driver</li> <li>Client for Microsoft Networks</li> </ul>			
Install Uninstall Properties	<u></u>		
Description Transmission Control Protocol/Internet Protocol. The default wide area network protocol that provides communication across diverse interconnected networks.			
OK Cancel			

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

You can get IP settings assigned supports this capability. Otherwise administrator for the appropriate II	automatically if your network s, you need to ask your network <sup>D</sup> settings.
Obtain an IP address autom O Use the following IP address	atically s:
IP address:	
-OUse the following DNS server Preferred DNS server:	er addresses:
Alternate DNS server:	
	Advanced

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

Advanced TCP/IP Settings	
General DNS WINS	
This checkbox only applies when you are connected to a local network and a dial-up network simultaneously. When checked, data that cannot be sent on the local network is forwarded to the dial-up network.	
Use default gateway on remote network	
OK Cancel	

- 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 <u>helpdesk@mountsaintvincent.edu</u> (718) 405 -3340