

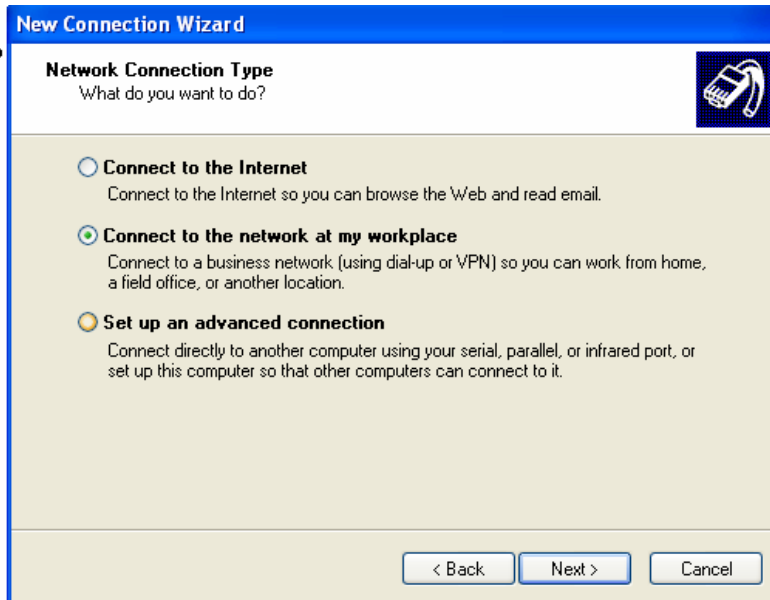
## How To Set Up and Use A Virtual Private Network Connection

### Creating the VPN:

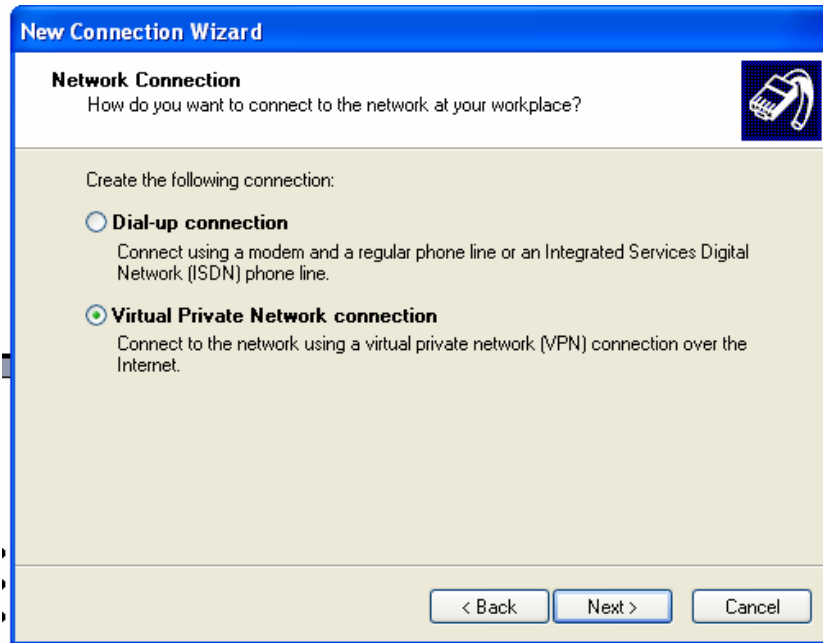
- Go to Start -> Control Panel -> Network Connections -> Create A New Connection (upper left side)
- The New Connection Wizard will start -> click Next



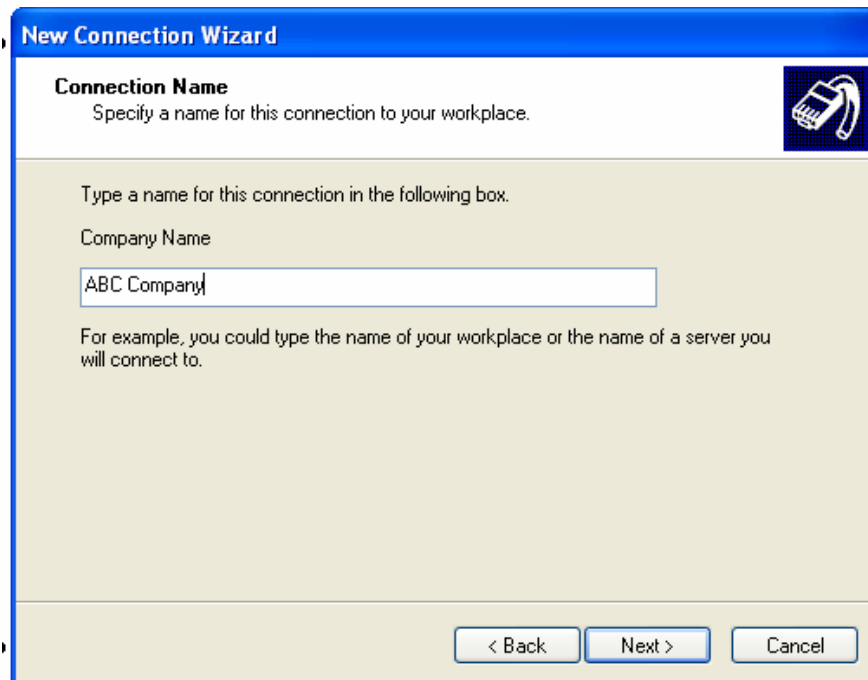
- Choose “Connect to the network at my workplace” -> click Next



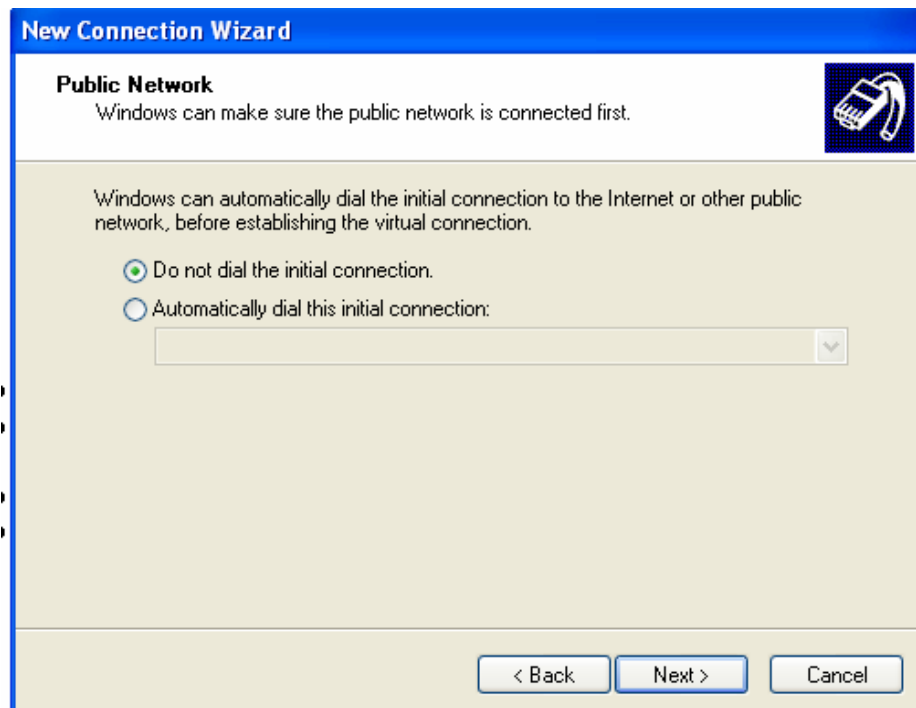
- Choose “Virtual Private Network connection” -> click Next



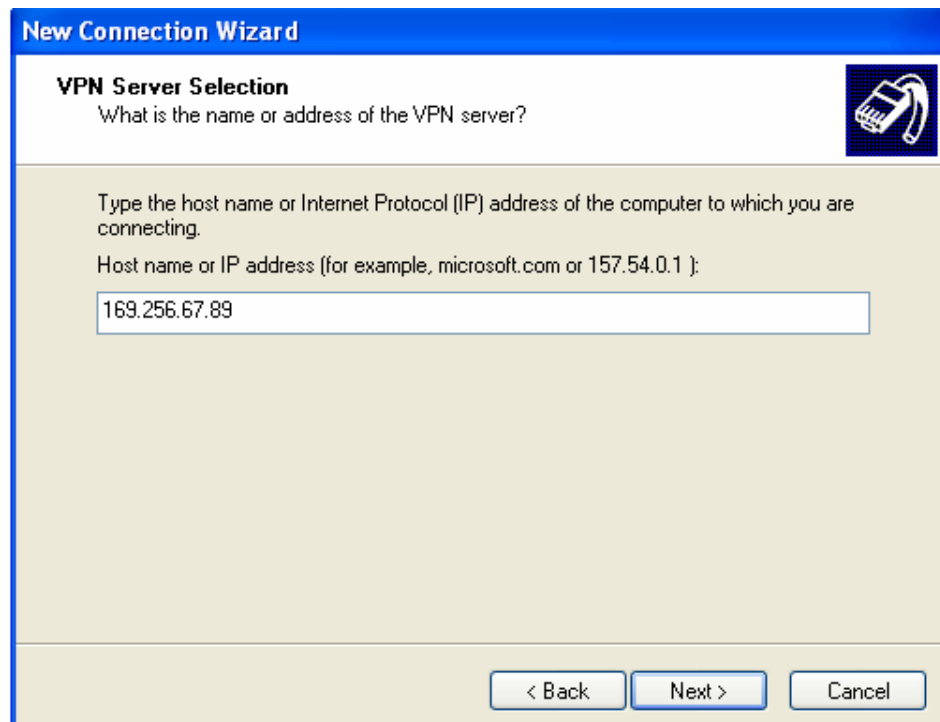
- Type in your company name -> click Next



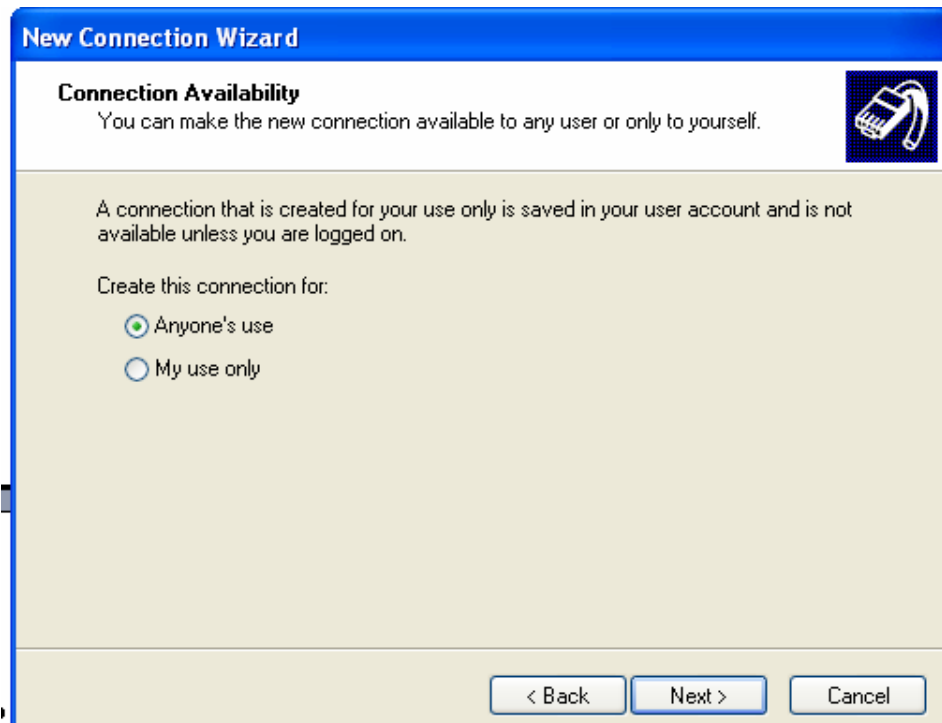
- Choose “Do not dial the initial connection” -> click Next



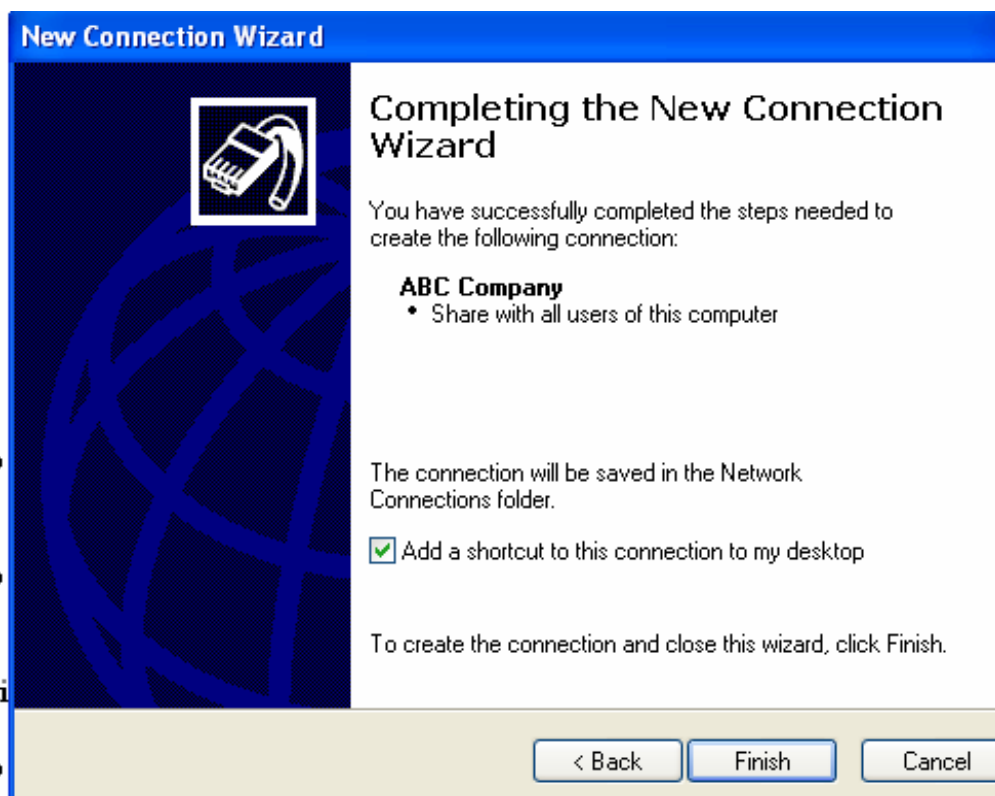
- Type in your server's outside IP address (we will give you this information) -> click Next



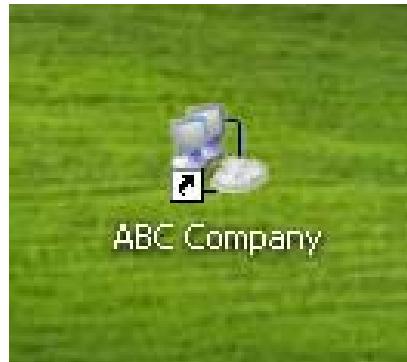
- Choose “Anyone’s use” -> click Next



- Click on the “Add a shortcut to my desktop” -> click Finish



- You should now see a new dial up connection on your desktop labeled <company name>.



### Testing the VPN:

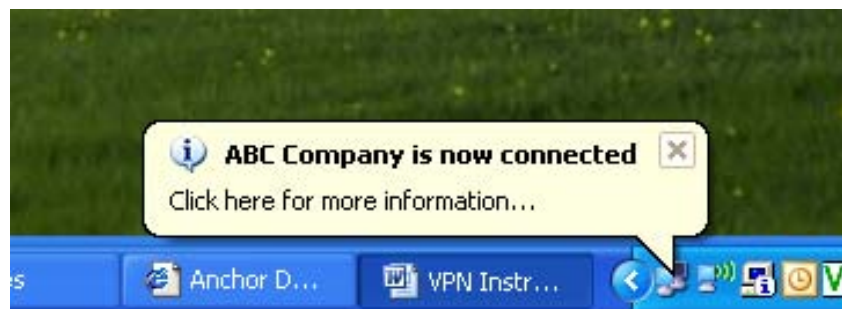
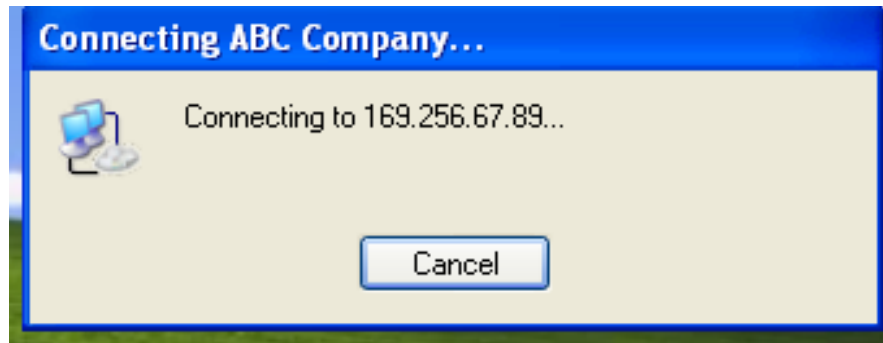
- In order to test the connection, you will need to be connected to the Internet anywhere outside your company's network (Basically, any location outside your company's building).

*The VPN connection will NOT work correctly from inside the network.*

- To test the connection, double click on the icon that is now on your desktop.
- Put in your username and password and click connect.



- If it is set up properly, it will go through the following steps rather quickly: connect to the network, verify username and password, register your computer, and authenticate. A new connection icon, which looks like two computers, will be placed in the lower right hand task bar on the desktop.

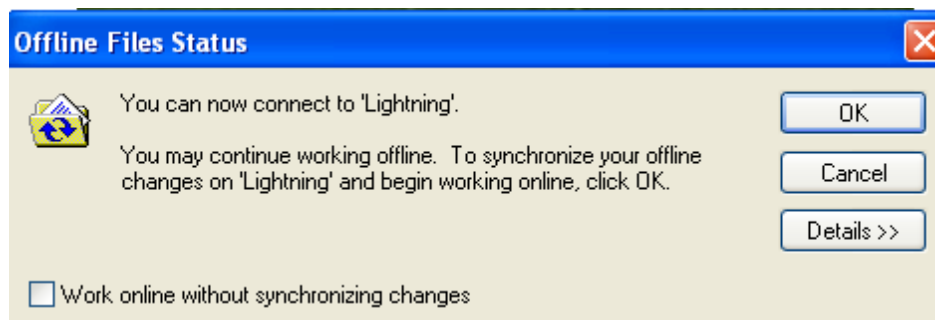


### Synchronizing:

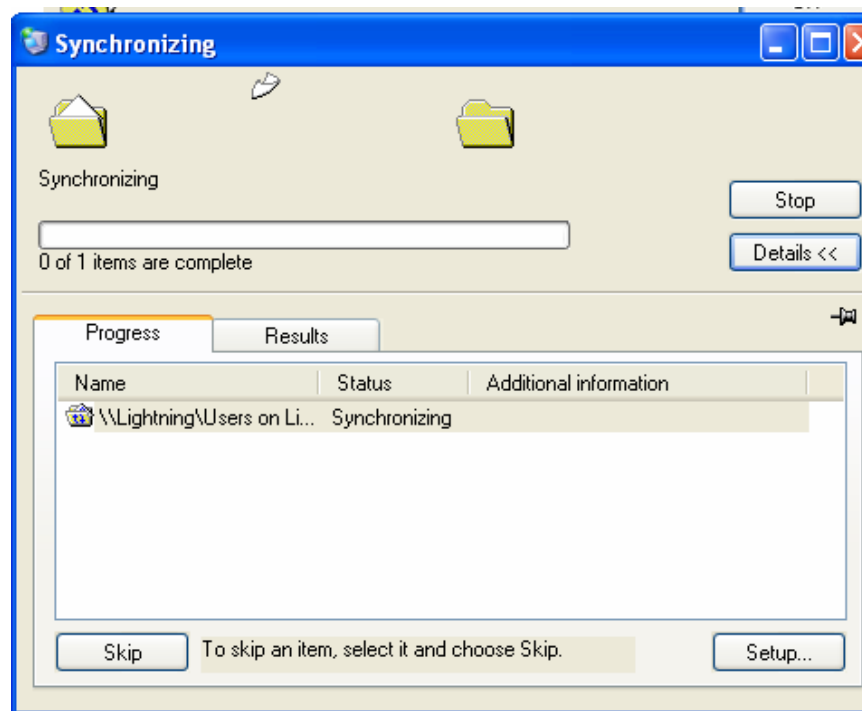
- You will soon see a small computer with a blue lower case “i” in front of it. If you hold your mouse over the icon, you will see “Offline Files – Computer available for reconnection”. Double click on this icon.



- On the following pop-up screen click ‘OK’.

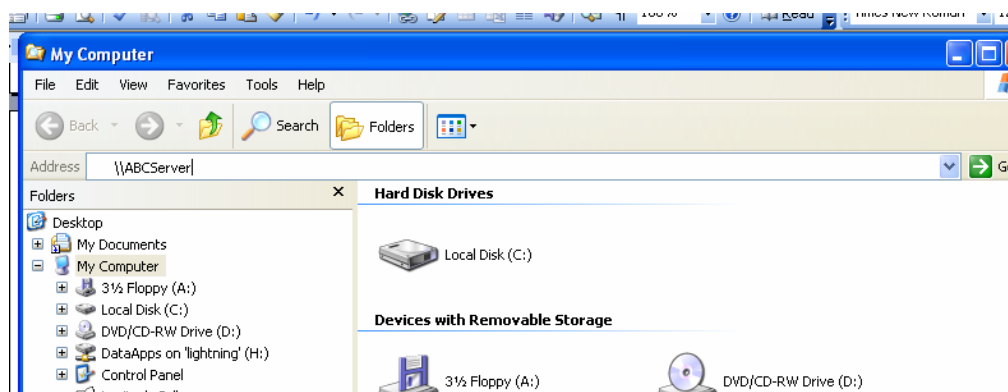


- Your files will synchronize with the server and all folders/files will appear in your mapped drives.

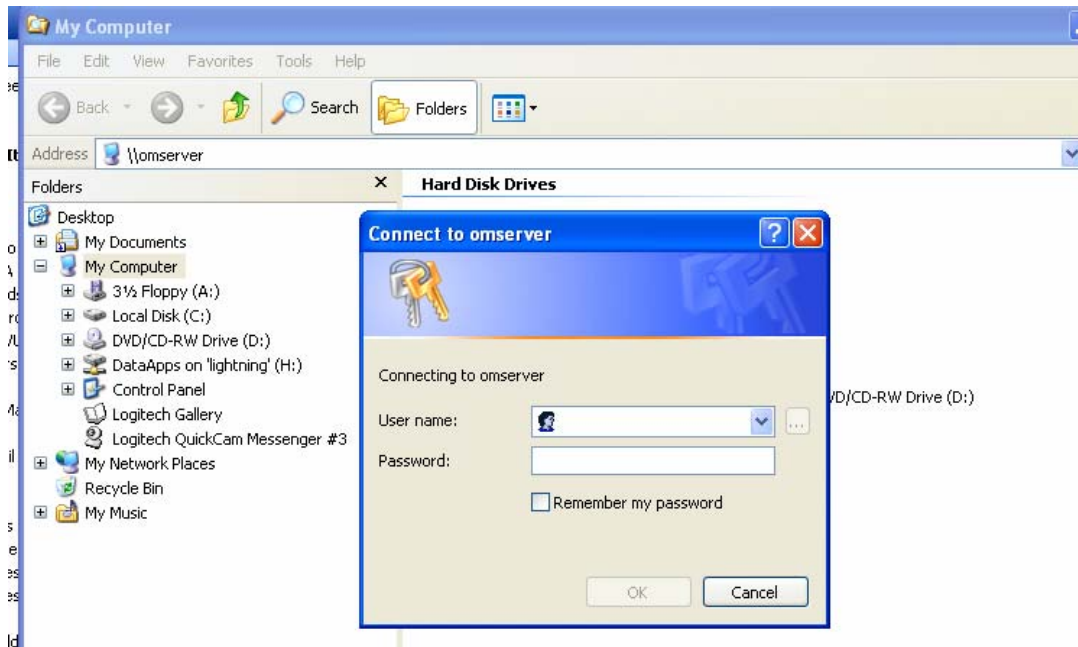


### Finding the Server and Folders/Files:

- *If you have mapped drives set up on your computer, you will be able to use them like you were in the office.*
- Open My Computer and double click on each mapped drive at the bottom of the screen to view and work on your folders/files.
- *If you do not have mapped drives set up on your computer, you will have to search for the server and any folders/files you need.*
- Right click on My Computer (located on your desktop or Start->My Computer) and go to Explore
- In the Address bar in the top portion of the screen, type in two back slashes and your server's name, such as [\\server](#), and click 'Enter'. We can provide your server's name if you are unsure.



- A box asking for your username and password will pop up on your screen.



- Type in your username and password and click 'OK'
- Once you are authenticated, you should see the shared folders on the server.

### Using Programs over a VPN:

Using various programs over a VPN connect that pull data from the server can be very slow and frustrating. We recommend not planning on regularly using programs that function across a VPN as you will spend more time waiting for things to open than you will spend actually working.

### Using Outlook over a VPN:

Outlook, as an exception to other programs, should work fine over a VPN connection. Once you are connected and synchronized with the server, open Outlook and wait for it to say 'Connected' in the lower right hand corner. It will take a bit longer to update your folders, but once that is complete you shouldn't experience much of a delay with sending and receiving emails.

### What exactly is a VPN??

A VPN is a private tunnel through the Internet that is designed to connect a remote office or employee into a main server. The virtual private network is slow because all the data sent back and forth to the server is locked down and encrypted. This is to ensure the data is secure as it travels through the vast expanse of the Internet.