

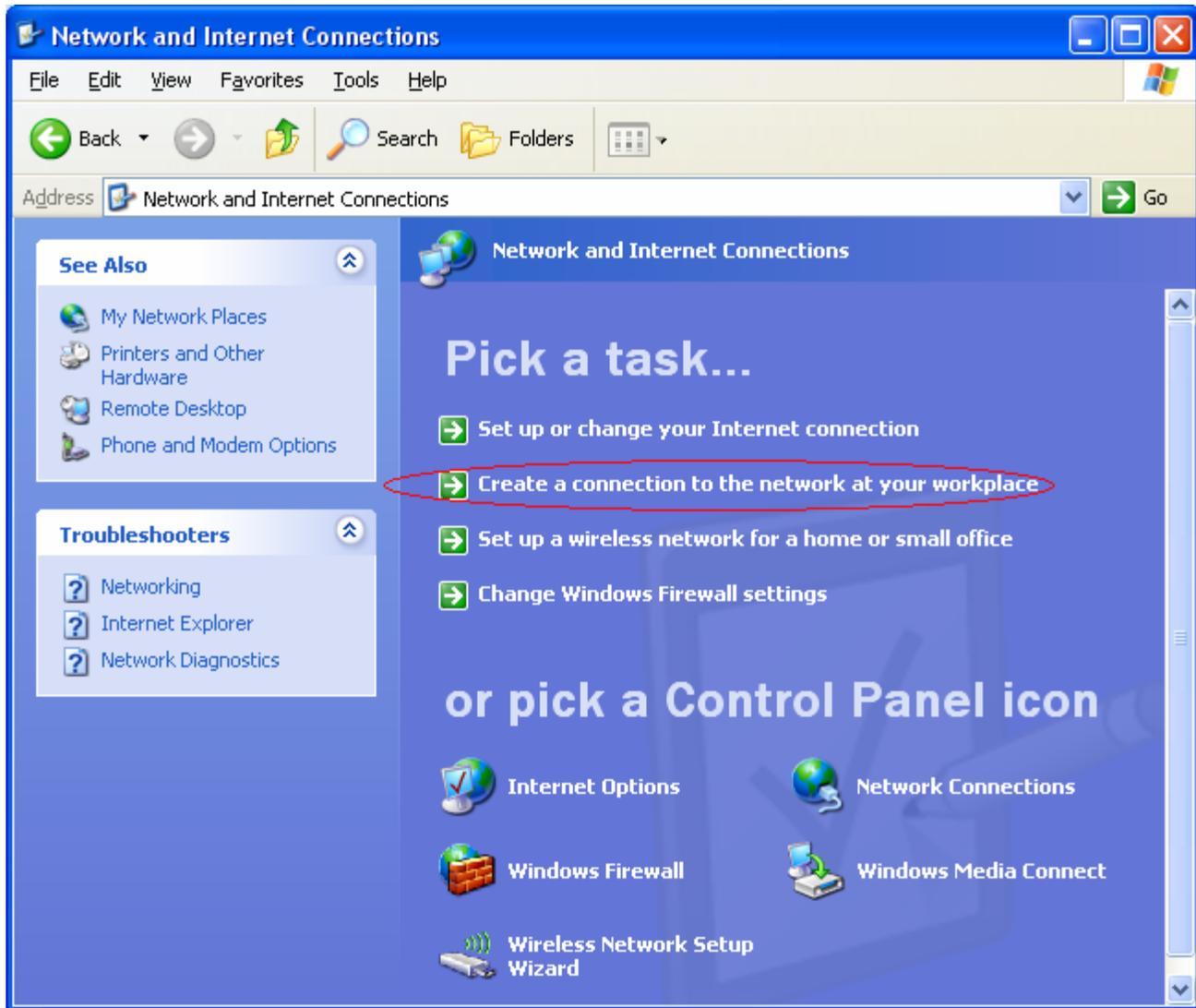
## Connecting to the NMHU network and or your office PC using Microsoft VPN

Before you can use the NMHU VPN server to connect to your office PC you must:

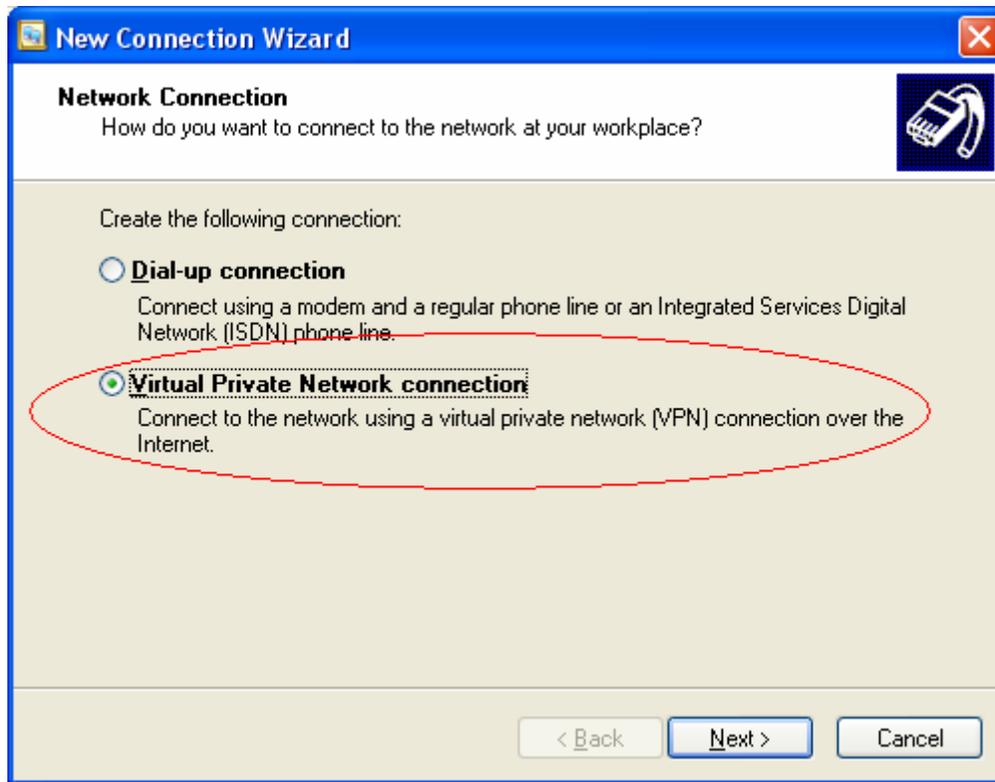
- Be running Windows XP on you office PC.
- Contact ITServices and request dial-in/VPN access for your domain account (this enables your user account to access the VPN server).
- Have your domain account listed in the Remote Access Users list on you office PC. (this will allow you to access your PC using remote desktop connection)
- Connect to your office PC using RDC (remote desktop connection)

The following set of instructions will step you through connecting to the NMHU VPN server and then connecting to your office computer.

- 1.) Click **Start** then click on control panel then click **Network and Internet Connections**.
- 2.) Now that the **Network and Internet Connections** window is open, choose **Create a connection to the network at your workplace** under the heading "Pick a task".

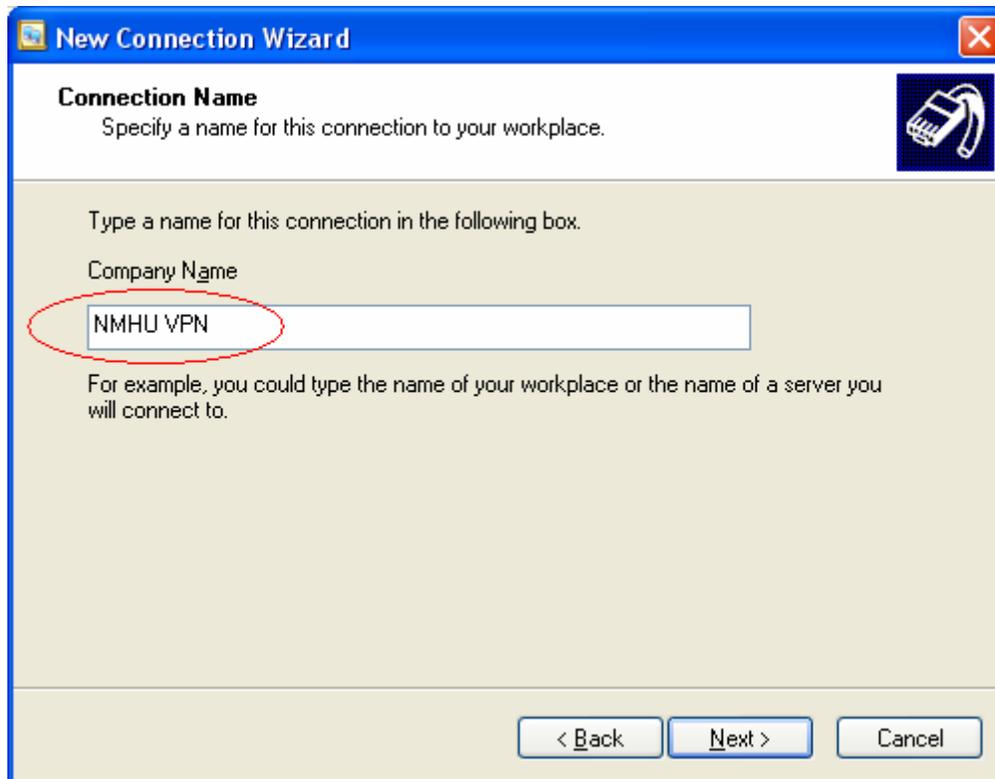


- 3.) With the **New Connection Wizard** open, click the radial button **Virtual Private Network connection** and click **Next**.

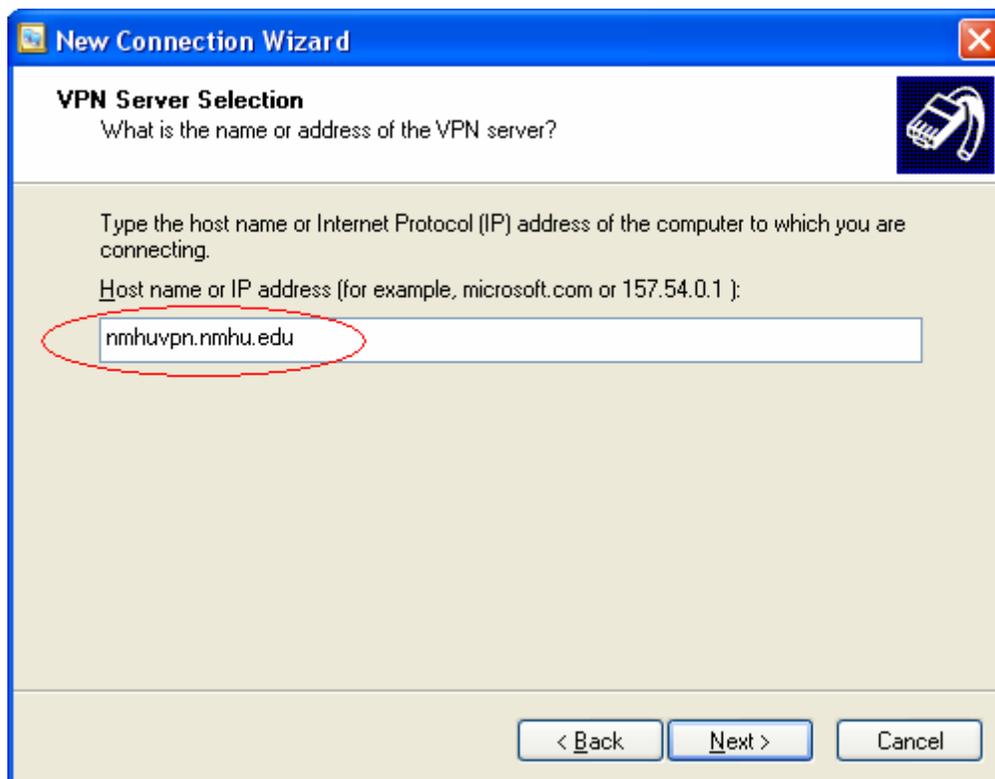


- 4.) You are now prompted to name the connection for example give the connection the name of NMHU VPN and click **Next**.

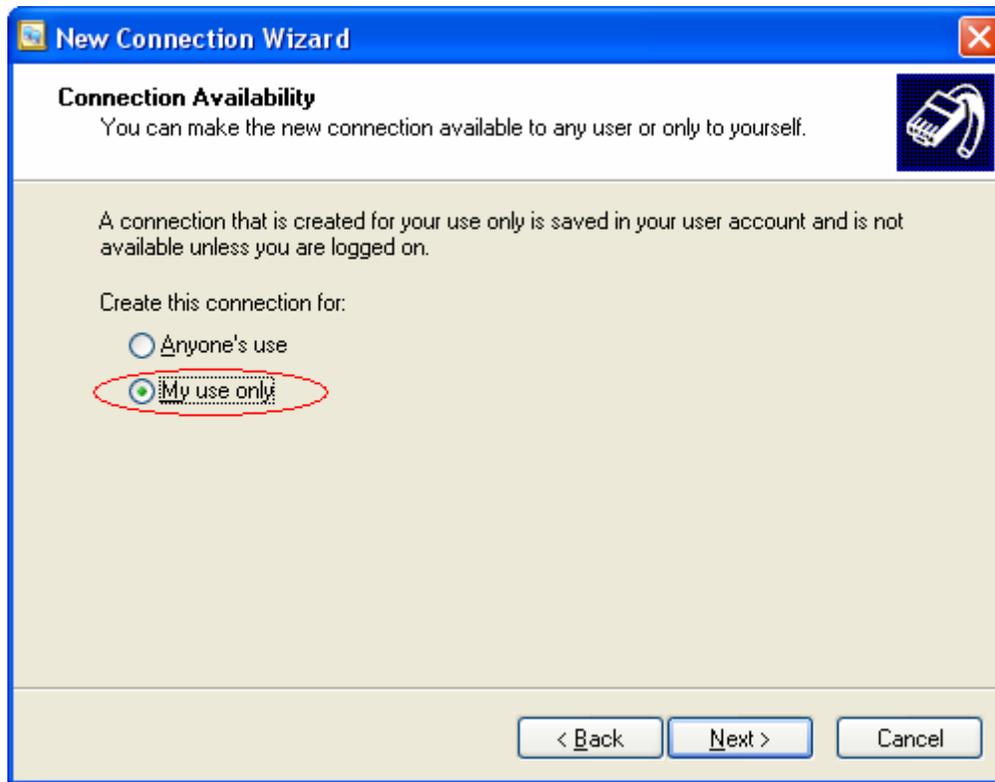
**Note:** This name only describes the network connection and can actually be anything you want.



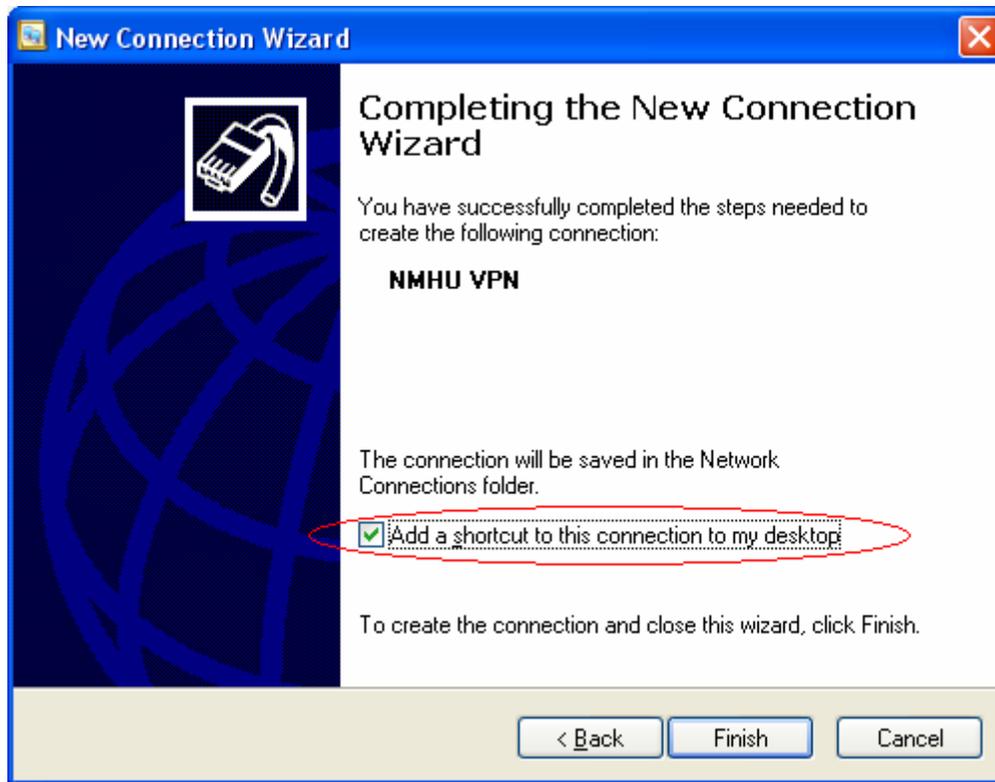
- 5.) You are now asked to provide the hostname or IP address of the VPN server. Enter the name of the VPN server nmhuvpn.nmhu.edu and click **Next**.



- 6.) This next window in the wizard is asking about connection availability, be sure the **My use only** radial button is selected and click **Next**.



- 7.) On this final wizard window be sure you select the check box **Add shortcut to this connection to my desktop** and click **Finish**.



- 8.) Double-click the Icon you have just placed on your desktop using the new connection wizard. This will open up the “Connect NMHU VPN” network connection dialog box.



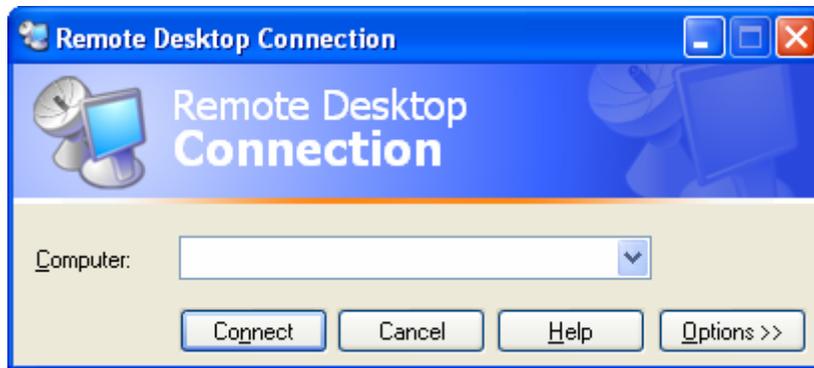
- 9.) With this dialog box open you are now prompted to log in to the VPN server. To log in simply key in your domain username in the **Username:** box and your domain password in the **Password:** box and click **Connect**.



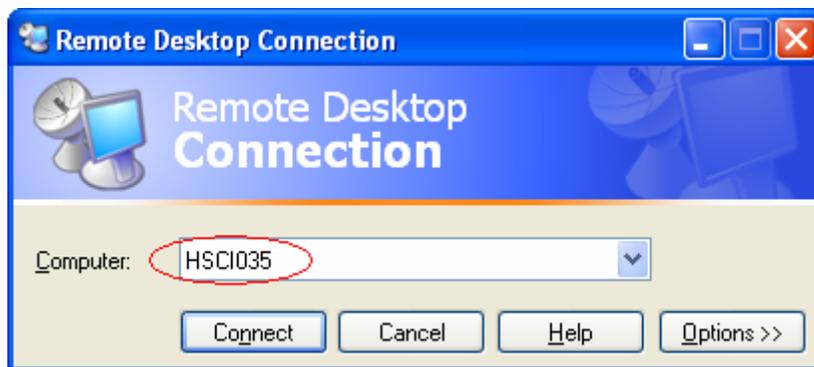
- 10.) After clicking **Connect** you will see a small window flash up for a few seconds and the VPN icon on you desktop will change color from being grayed out to being blue in color. Indicating that the VPN connection is active and that you have connected to the VPN server.



Now that you are connected to the VPN server you may access network resources as though you were here on campus. If you want to log on to the computer in your office you will need to use RDC (Remote Desktop Connection). To get to RDC click **Start** move your mouse pointer over **All Programs** then **Accessories** then **Communications** and click on **Remote Desktop Connection**.



In the **Computer:** box type in the name of your computer in your office and click **Connect**.



You will see a large window open up with the login dialog box of your office computer in the center. You will need to log in again using your domain username and password.

Congratulations! You have logged in to your office PC using VPN.

If you lose your connection to the Intranet, your VPN connection will be lost and you will need to reconnect.

When you are finished using your office PC, log off. If you Disconnect RDC it will leave the session running and the PC locked.

When you are finished using the VPN connection, right-click on the icon in the task bar or the VPN connection icon on your desktop and click disconnect.

While you are using VPN, everything you do is going through the Highlands network. Generally that will not be a problem however some people have experienced problems with their home email because the access is being routed through another network so your ISP might reject the connection. If this happens, disconnect from the VPN server and try your home e-mail again.