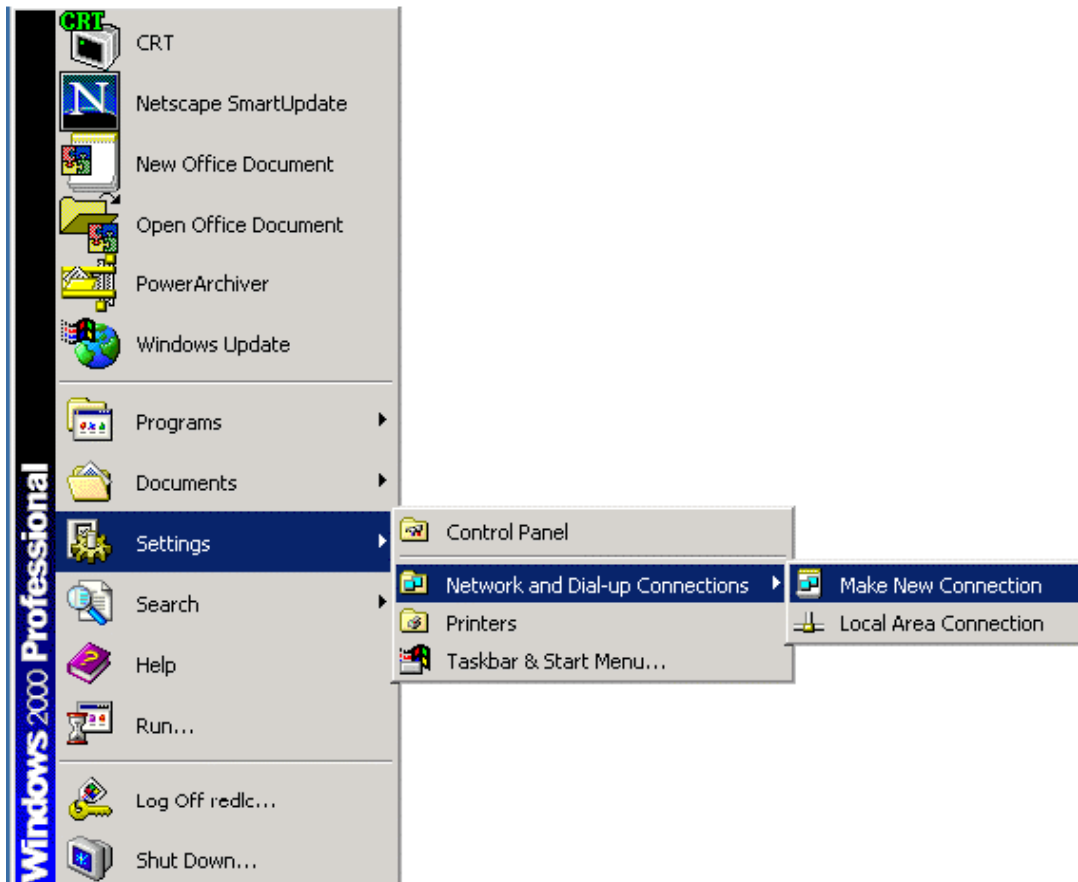


Malaspina VPN Installation

WINDOWS 2000

How to Install the Malaspina VPN Service:

1. Navigate to **Start > Settings > Control Panel > Network and Dial-Up Connections >** and **Click on Make New Connection**



2. The **Network Connection Wizard** window will appear. **Click the Next** button




3. Depending on whether this is the first time you've accessed this area of your computer before, you may be prompted for your **geographic and telephone settings**. If you **do not** use a **dial-up internet service**, just enter anonymous information as this doesn't affect you.

4. The next screen prompts for your **Network Connection Type**. Select **Connect to a private network through the Internet** and **Click** the **Next Button**

Network Connection Wizard

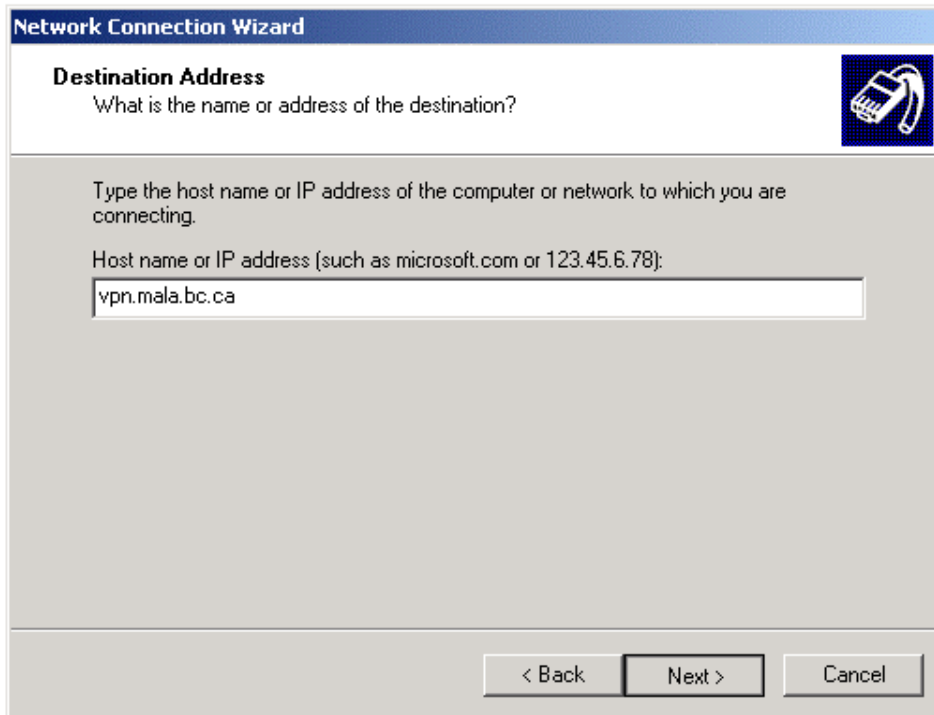
Network Connection Type
You can choose the type of network connection you want to create, based on your network configuration and your networking needs.



- Dial-up to private network**
Connect using my phone line (modem or ISDN).
- Dial-up to the Internet**
Connect to the Internet using my phone line (modem or ISDN).
- Connect to a private network through the Internet**
Create a Virtual Private Network (VPN) connection or 'tunnel' through the Internet.
- Accept incoming connections**
Let other computers connect to mine by phone line, the Internet, or direct cable.
- Connect directly to another computer**
Connect using my serial, parallel, or infrared port.

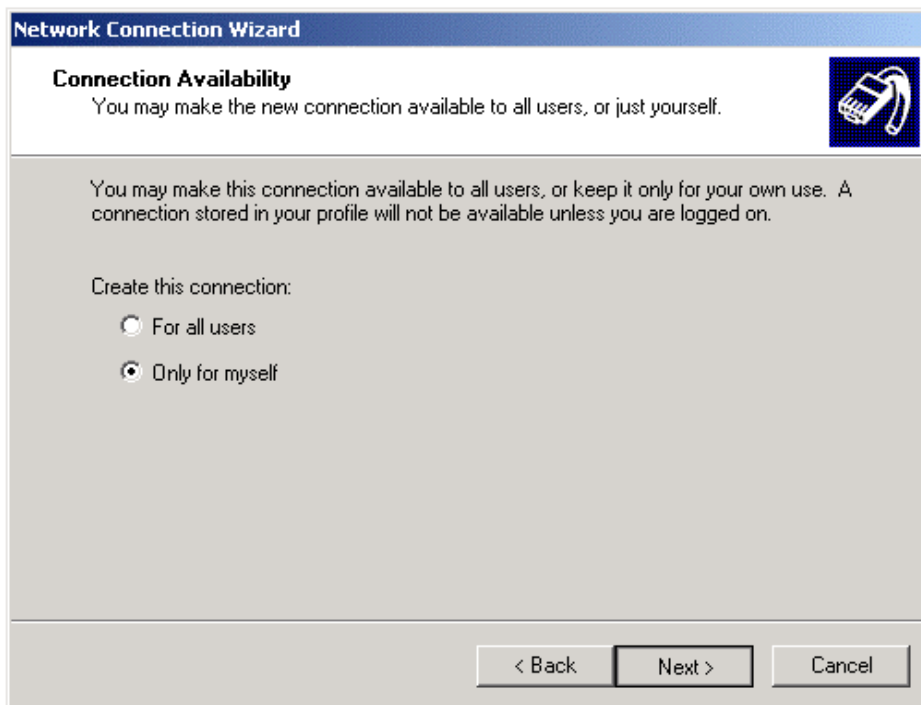
< Back Next > Cancel

5. The next screen prompts for your **Destination Address**. Enter **vpn.mala.bc.ca** into the field provided and **Click** the **Next** button.



The screenshot shows a window titled "Network Connection Wizard" with a blue header bar. Below the header, the title "Destination Address" is displayed in bold, followed by the question "What is the name or address of the destination?". To the right of this text is a small icon of a hand holding a device. Below the question, there is a text box containing the text "vpn.mala.bc.ca". Above the text box, there is a line of text: "Type the host name or IP address of the computer or network to which you are connecting." and another line: "Host name or IP address (such as microsoft.com or 123.45.6.78):". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

6. The next screen prompts for **Connection Availability**. Select the **option of your choice** and **Click** the **Next** button



The screenshot shows a window titled "Network Connection Wizard" with a blue header bar. Below the header, the title "Connection Availability" is displayed in bold, followed by the text "You may make the new connection available to all users, or just yourself." To the right of this text is a small icon of a hand holding a device. Below this text, there is another line of text: "You may make this connection available to all users, or keep it only for your own use. A connection stored in your profile will not be available unless you are logged on." Below this, there is a section titled "Create this connection:" followed by two radio button options: "For all users" and "Only for myself". The "Only for myself" option is selected. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

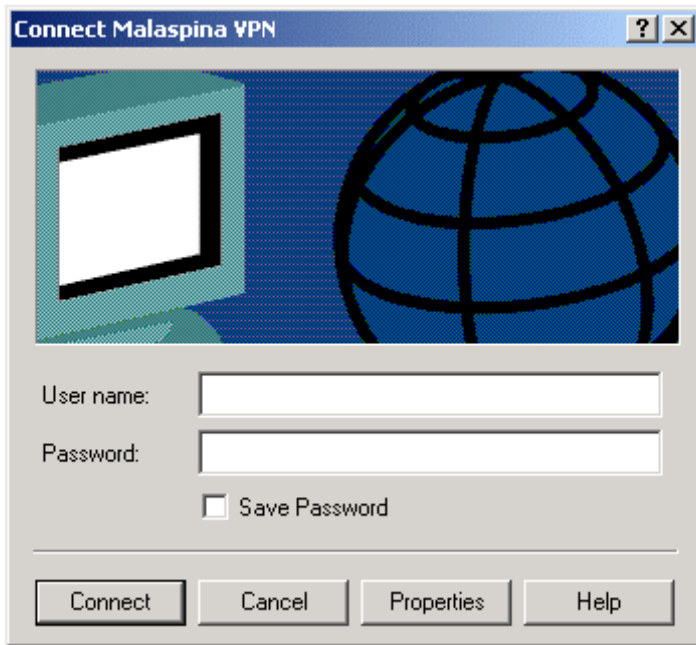
7. The final setup screen prompts for some cosmetic settings. In the field provided, enter Malaspina VPN.



If you would like to be able to access the **Malaspina VPN service** without having to navigate through the **Start Menu**, ensure the **checkbox** reading **Add a shortcut to my desktop** is **checked**.

Click the Finish button

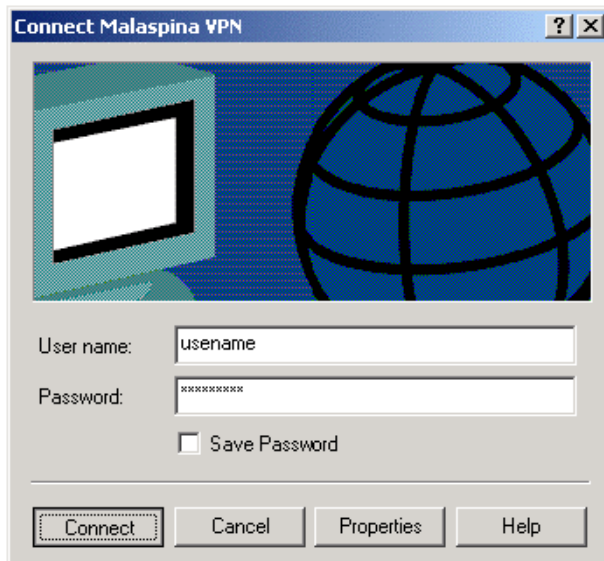
8. You have now completed the **Malaspina VPN installation**. You will be prompted for your **Username** and **Password** in the following screen. If you do not wish to connect to the **Malaspina VPN** now, you may **Click** the **Cancel** button.



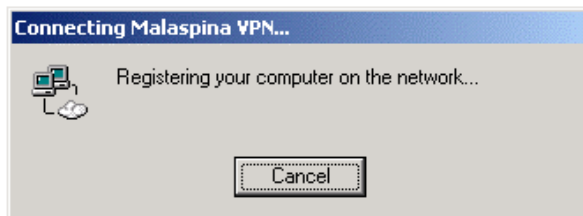
Your computer is now ready to use the Malaspina Virtual Private Network.

Using the Malaspina Virtual Private Network

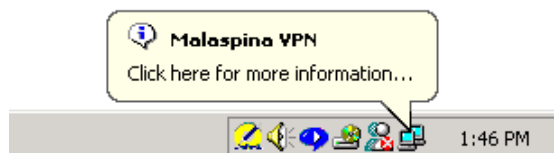
1. When you want to make the VPN connection, **Double-Click** your **Malaspina** desktop shortcut, or navigate through the **Start Menu**
2. The 'Connect To' window will appear. Enter your Malaspina **Username** and **Password** in the relevant fields and **Click** the **Connect** button



3. Stand-by while your computer makes a successful connection



4. Once connected, you should now be able to access your U: drive and other network resources.



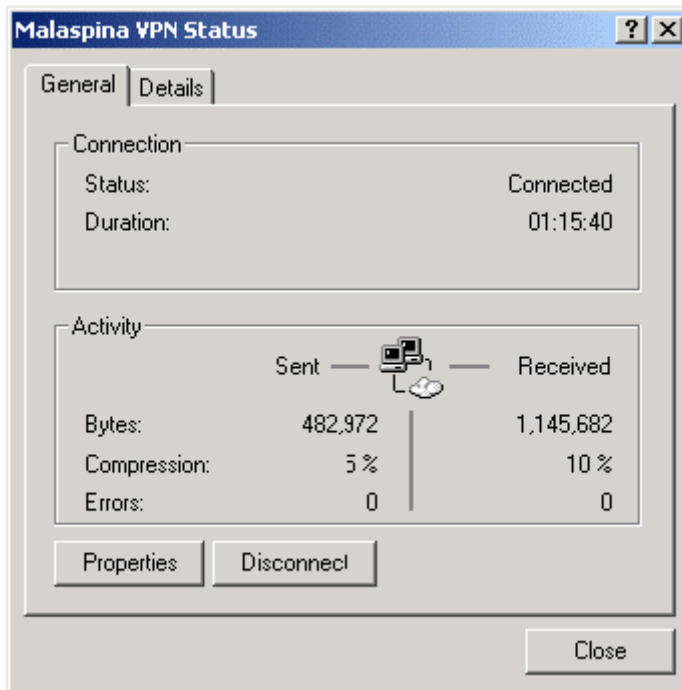
If your computer does no high level network activity for 20 minutes you may receive a notice that the VPN connection has disconnected and be given the opportunity to reconnect. This is a process that is invoked by the College server to re-use inactive VPN connections. Reconnection is a quick process.

Mapping to your U: Drive and Shared Network Drives

Once connected to VPN you can map to your U: Drive or other shared Network Drive. For information go to the Malaspina Technology Website (<http://www.mala.ca/technology>) and click on **Working Off Campus → VPN – Virtual Private Networking**.

How to End Your VPN Session

1. In order to end your session, **Double-Click** on the connection icon located in the system tray next to the computer's clock
2. The 'Malaspina Connection' window appears. **Click** disconnect.



Troubleshooting

For information about troubleshooting your VPN connection or problems with mapping to a drive, go to the Malaspina Technology Website (<http://www.mala.ca/technology>) and click on **Working Off Campus → VPN – Virtual Private Networking**.