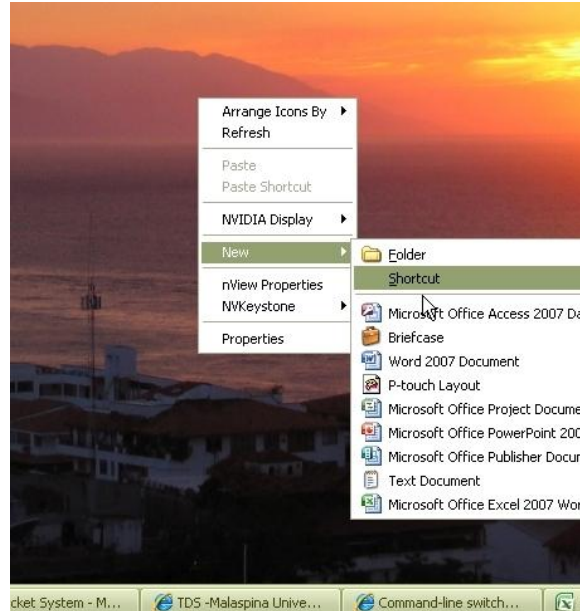




VPN – Alternate method to connect to your “U” Drive from your Home PC For Microsoft Windows® XP

1. Right click on an open spot on the desktop, and select New=> Shortcut



2. Type in the path to your “U” drive [\\Capitan.mala.bc.ca\Users\U\Username](http://Capitan.mala.bc.ca/Users/U/Username) substituting the U for the first letter of your username, and then your username

Example: [\\Capitan.mala.bc.ca\Users\G\Gillespij](http://Capitan.mala.bc.ca/Users/G/Gillespij)

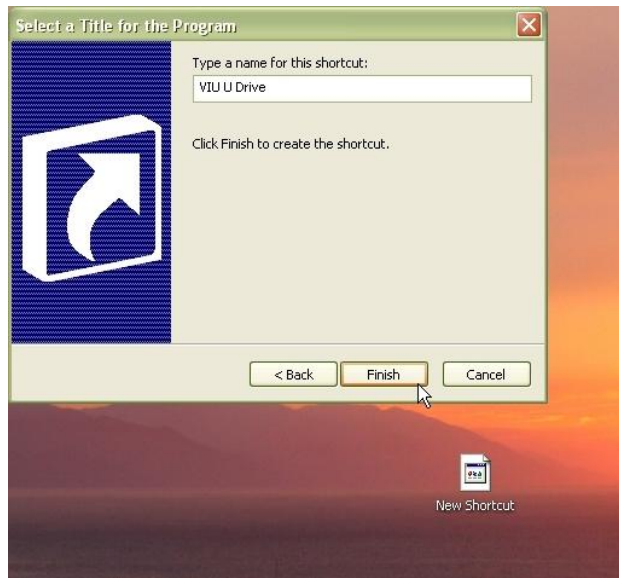
Note: Windows® XP Home users may need to use: [\\Hall.mala.bc.ca\Users\G\Gillespij](http://Hall.mala.bc.ca/Users/G/Gillespij)



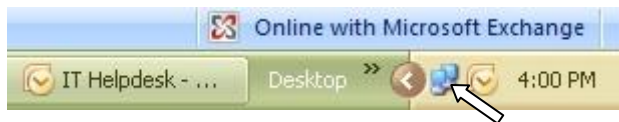
Click the Next button...



3. Type in a name for the Shortcut, and click Finish



4. **Warning:** Do not use this shortcut until you have established a VPN connection. If you have not made a VPN connection and you double click the shortcut it can drastically slow your computer for a lengthy period of time before issuing an error message. (This is also true if you have a VIU mapped network drive.)
5. Make a VPN connection to Vancouver Island University, and look for the Icon in the system tray
Instructions are here: <http://www.viu.ca/technology/employees/AtHomeVPN.asp>

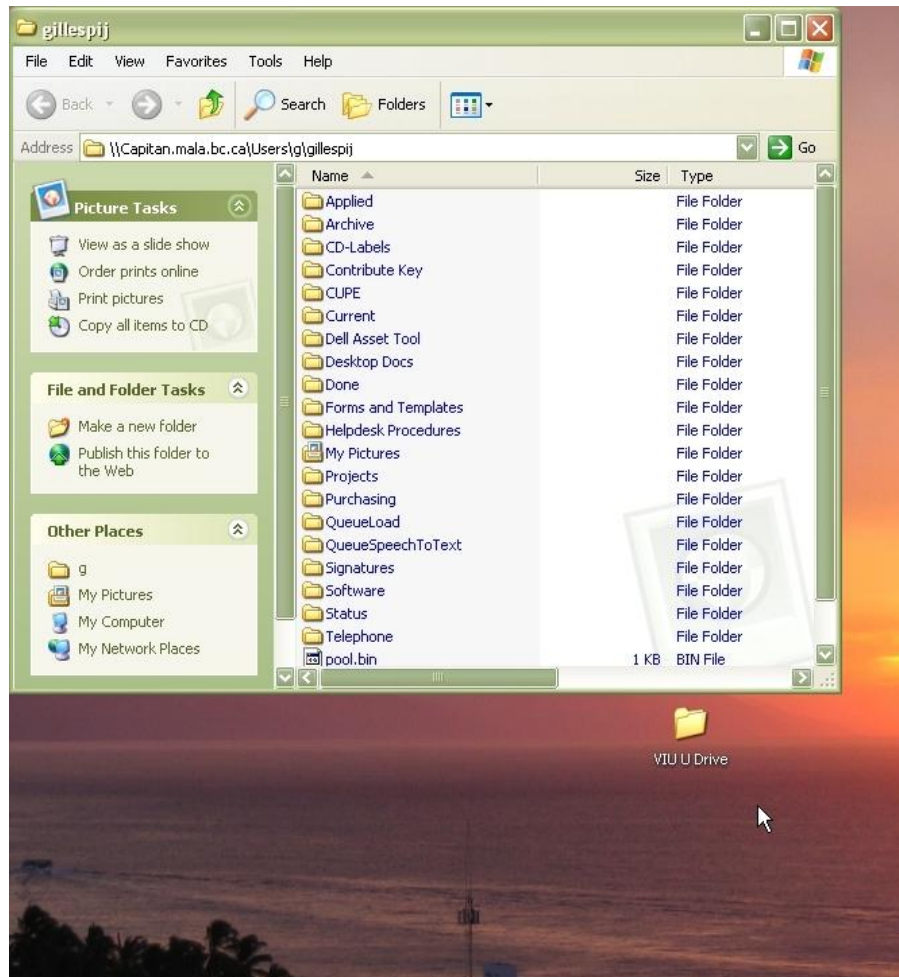


6. Double click the new shortcut. You will be asked to log in. Type in your login credentials with Capitan preceding your username, like Capitan\username and your regular password





7. Your “U” drive should open



8. When you are done click the Red to close the Explorer window, and disconnect from VPN

Troubleshooting:

- **Right** click the shortcut you created and select **Properties** and ensure there are no typos, click OK and try again
- You may need to open **TCP Port 1723** on your firewall, the Windows firewall settings can be found here: <http://www.viu.ca/technology/employees/AtHomeVPN.asp#VPNHelp> if you are using another software firewall product please consult the vendor’s documentation on how to open the port.
- Hardware Firewalls/Routers/Wireless Routers may need to have VPN pass-through enabled, or you may need to open **TCP Port 1723**, again please consult the vendor’s documentation on how to open the port.