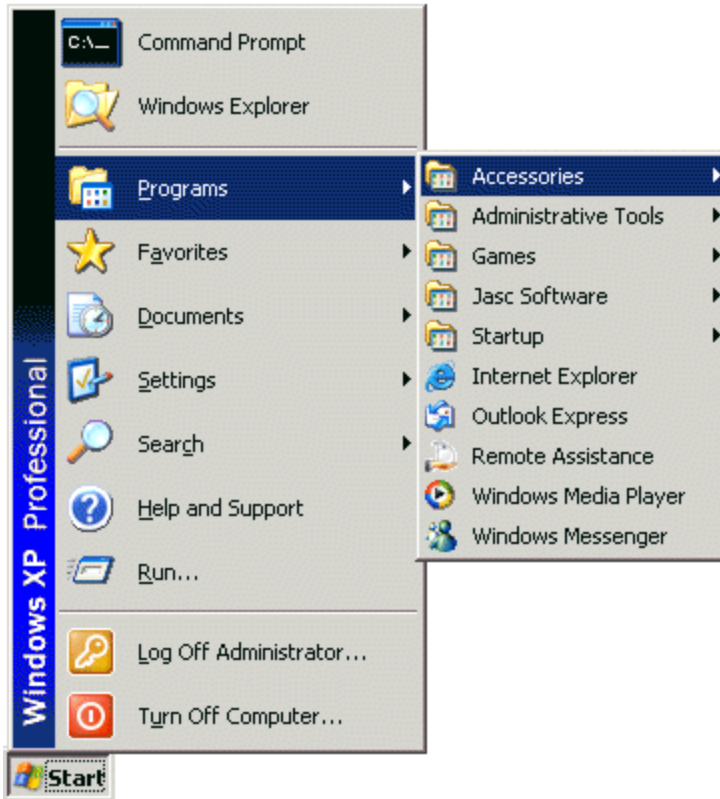
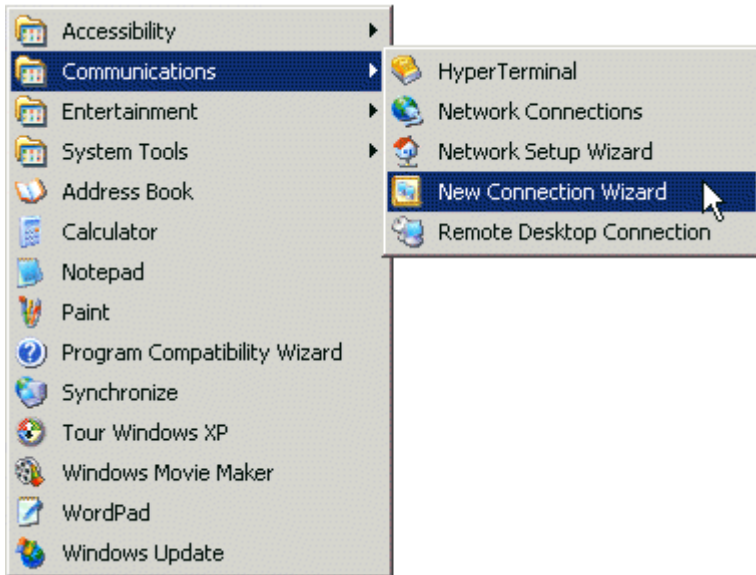


Setting Up Your VPN Connection on XP

1. Click on **Start**, then select **Programs** then **Accessories**



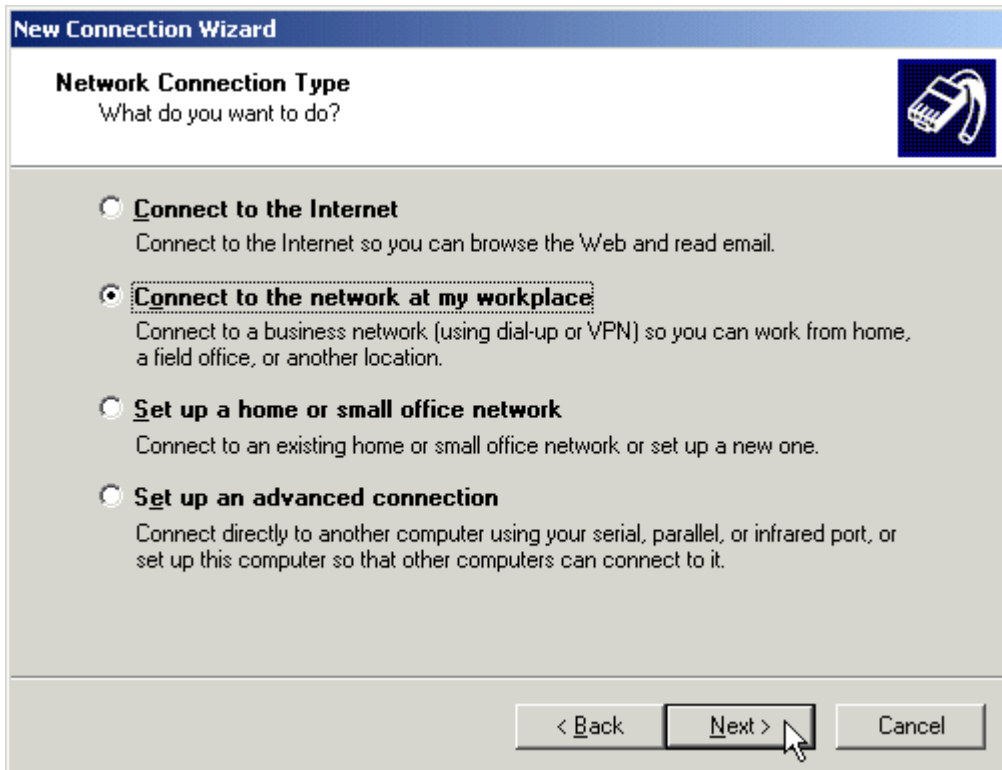
2. Select **Communications** then **New Connection Wizard**



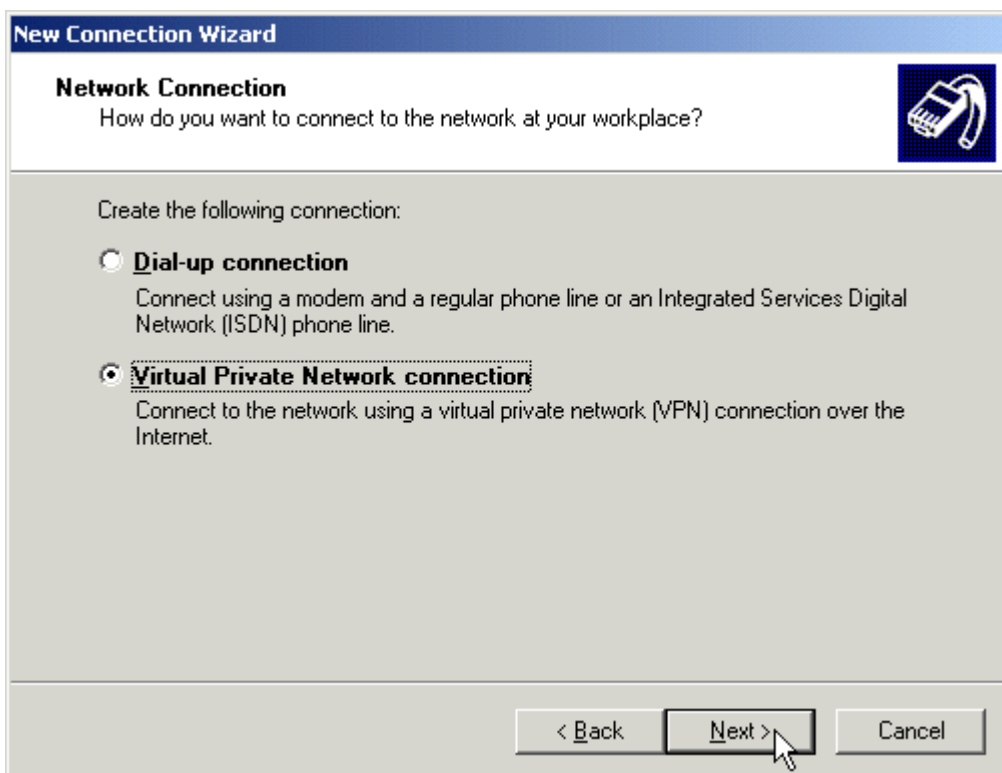
3. In the New Connection Wizard click Next



4. Select **Connect to the Network at my workplace** and click Next



5. Select Virtual Private Network connection and click Next



6. Enter **CompanyName VPN** into the **Company Name** field 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.

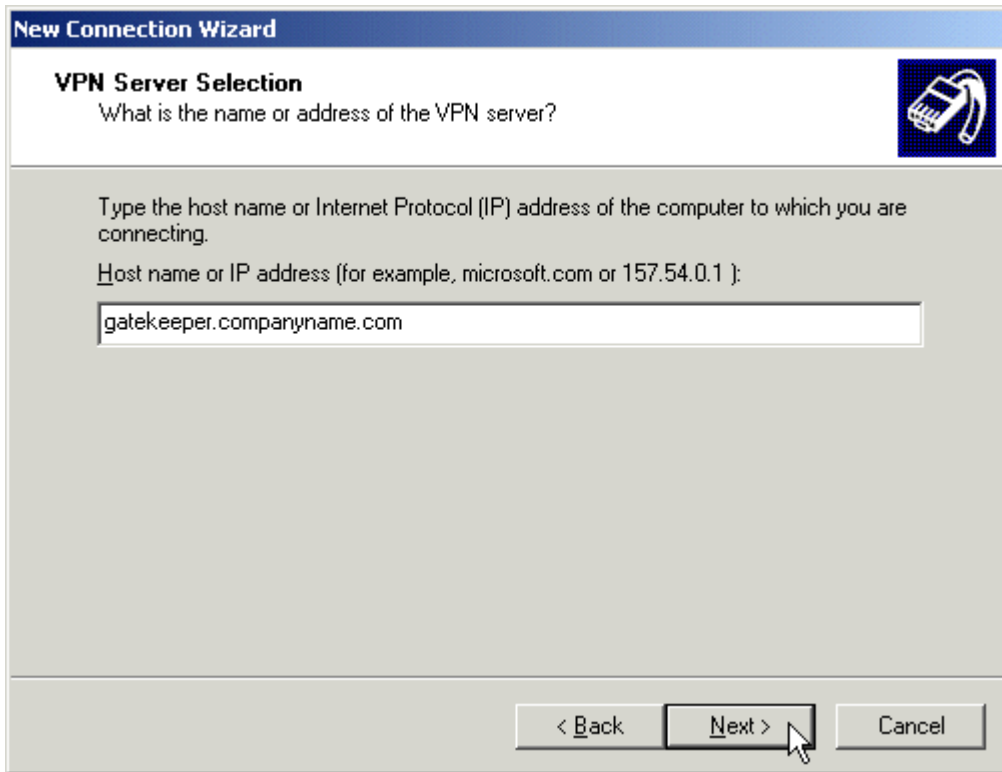
Company Name

CompanyName VPN

For example, you could type the name of your workplace or the name of a server you will connect to.

< Back Next > Cancel

7. Refer to the **VPN Information Sheet** (that was faxed to you) for the **VPN/PPTP Server name** and enter that in the **Host name or IP Address** field. Click **Next**



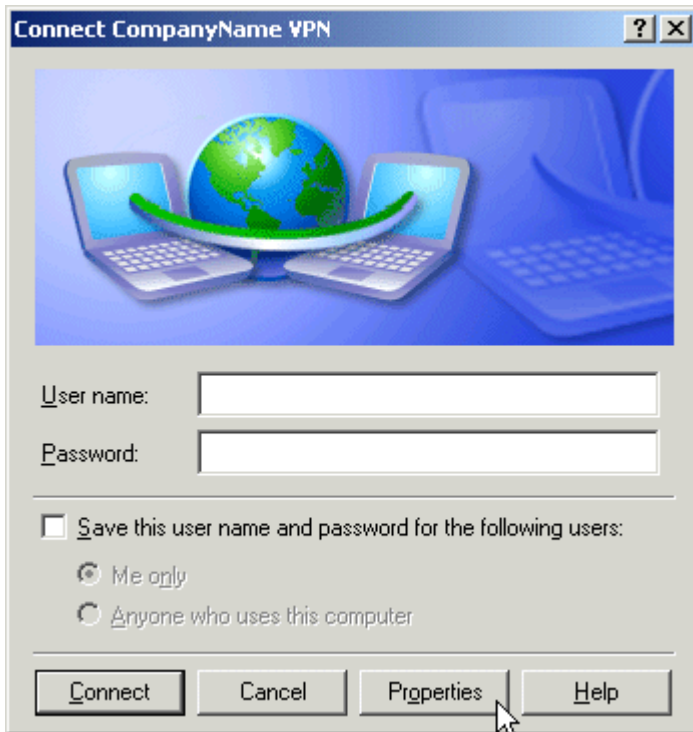
8. Place a check in the box **Add a shortcut to this connection to my desktop** and click **Finish**



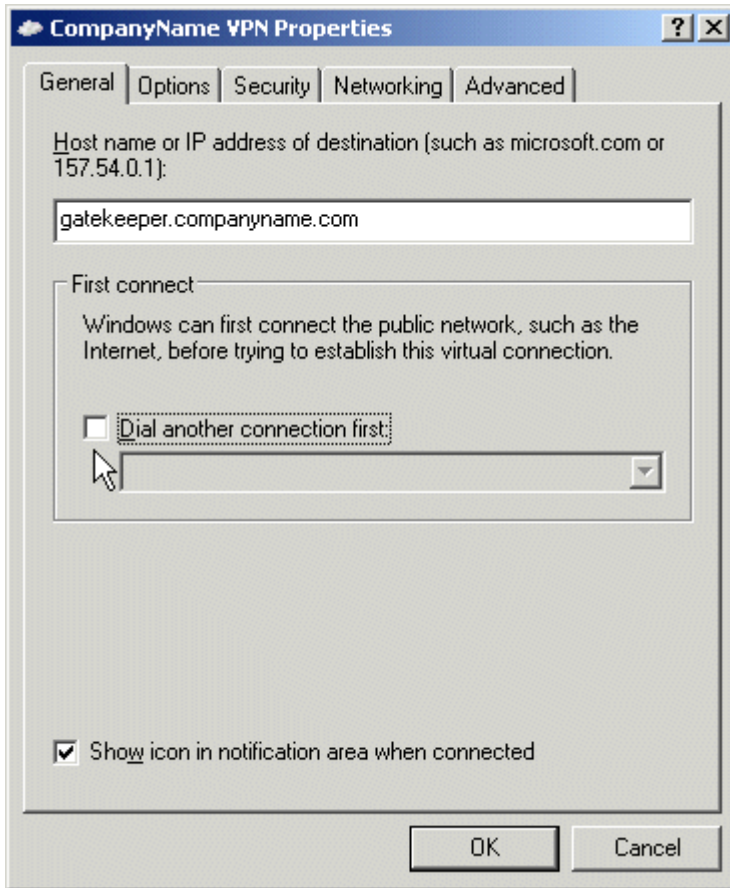
9. Double-click the **CompanyName VPN** icon on the desktop



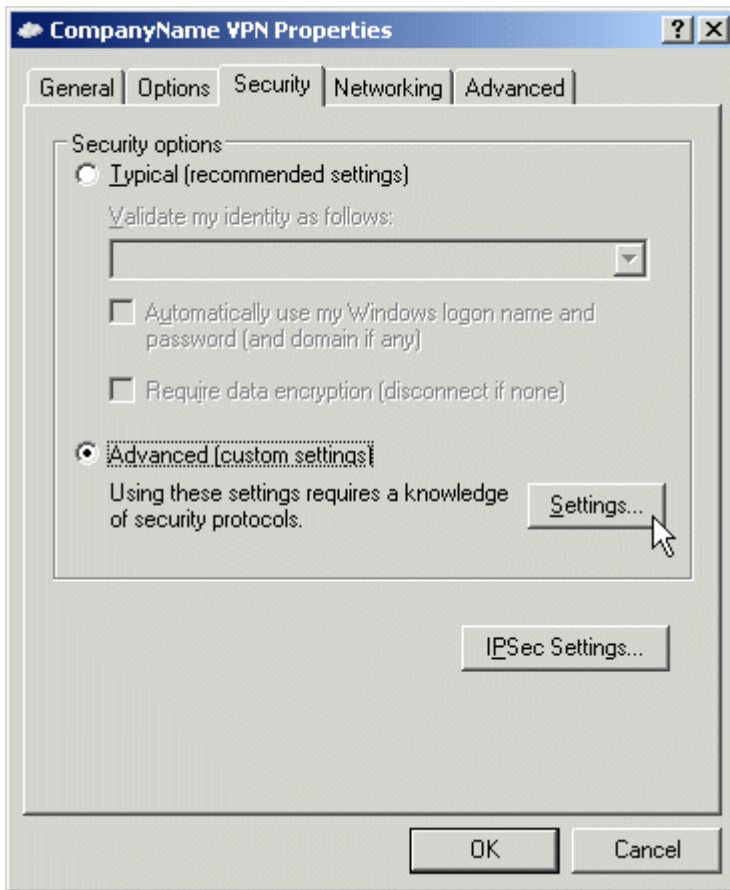
10. Click the **Properties** button.



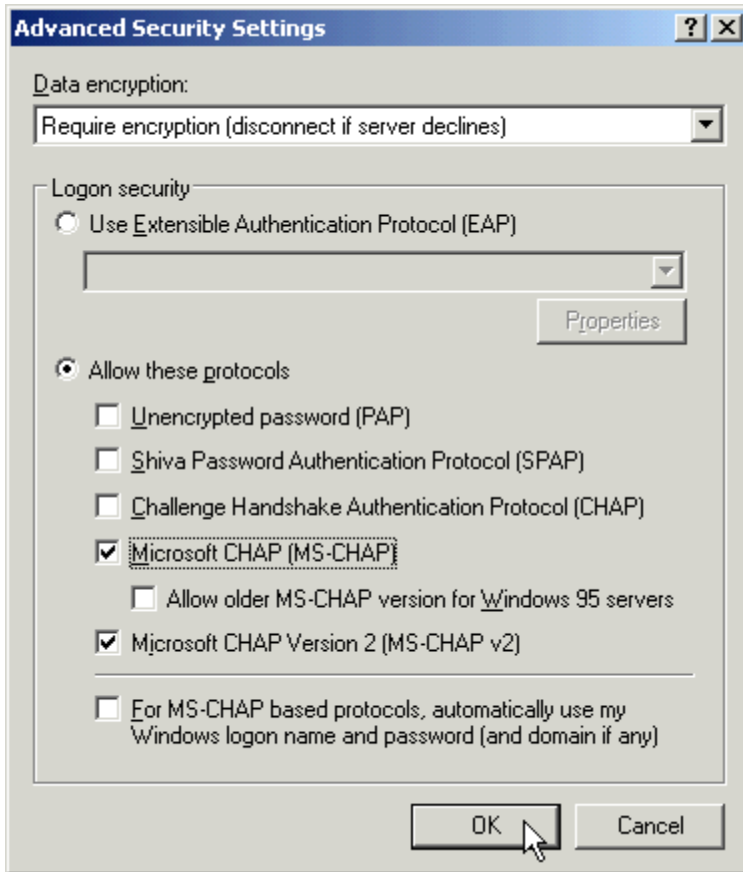
11. With the **General** tab selected, you can optionally have Windows dial your ISP before dialing the VPN. Only do this if you have an analog (or modem) dial-up connection.



12. Click the **Security** tab and place a check next to **Advanced (custom settings)** then click the **Settings...** button



13. At the top of the **Advanced Security Settings** window in the **Data encryption:** field, select **Require encryption (disconnect if server declines)** In the **Logon security** section, do the following:
1. Place a check next to **Allow these protocols**
 2. Check **Microsoft CHAP (MS-CHAP)**
 3. Check **Microsoft CHAP Version 2 (MS-CHAP v2)**
 4. Click **OK**



14. In the VPN Properties Window, click **OK**

Initiating Your VPN Connection

1. If you have an analog modem connection, make sure your Internet connection is active.

If you have the First connect option enabled, proceed to step 2.

2. Double click the **VPN** icon on your desktop



3. Refer to the VPN Information sheet that was faxed to you and proceed with the following:

1. Enter your **Username** in the **User name:** field
2. Enter your **Password** in the **Password:** field
3. Optional: Place a check in the save password box and select **Me only**
4. Click **Connect**



4. A dialog box should appear to show the username and password is being verified
5. There will be a small icon in the task tray near the clock showing the status of the vpn connection, the 2 small PC icons flash indicating network activity over the VPN.

Disconnecting Your VPN Connection

1. When you have finished your session, right click the VPN icon in the task bar
2. Select **Disconnect**