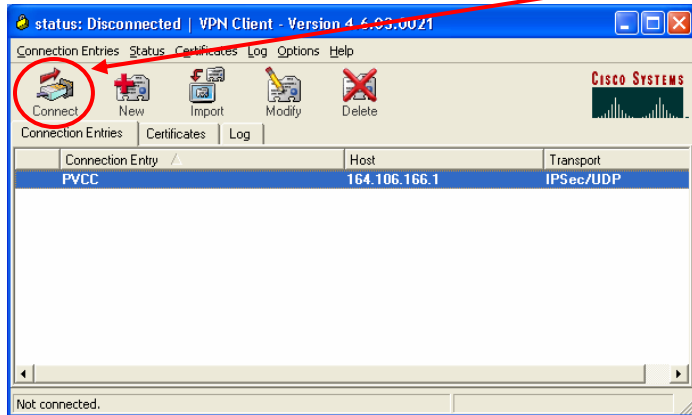


Running the VPN Client

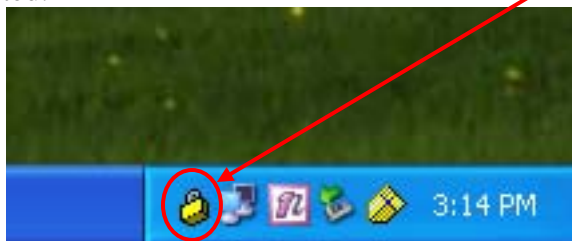
To use this VPN **you must already be connected to your Internet Service Provider.** If you are connected, start the VPN client if it is not already running and highlight the PVCC connection you set up in the previous instructions. Click **Connect** on the menu bar.



You will get a prompt for user name and password. Enter the user name and password you use for your e-mail. Click **OK**.



At this point you are connected to the internal PVCC network. You should see a small yellow lock icon in the taskbar to that is in the locked position to indicate that you are connected.

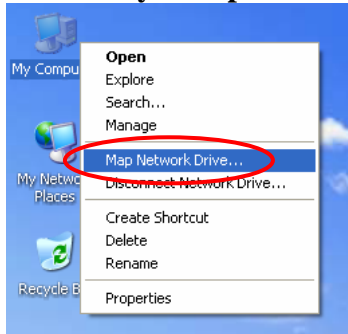


Congratulations, your VPN Client is now running for the first time. Proceed to the next step: Mapping a drive to your PVCC 'My Documents' Folder.

Mapping a drive to your PVCC 'My Documents' folder.

NOTE: This must be done while the VPN is connected. The drive will only have to be mapped the first time.

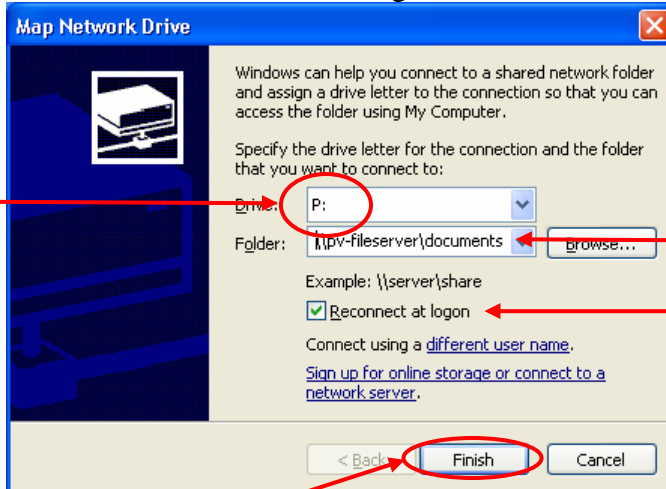
Right Click on **My Computer** and select **Map Network Drive...**



In the **Drive** drop-down box, select P:

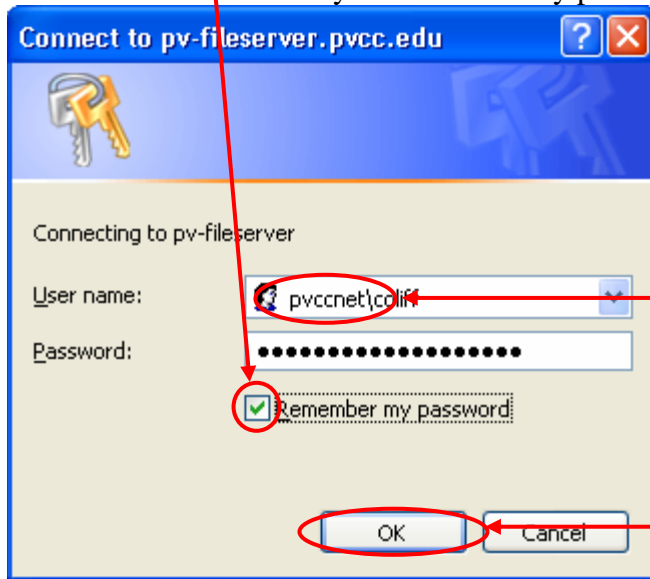
In the **Folder** box, type "\\pv-fileserver\documents\###\my documents" replacing ### with your username i.e. \\pv-fileserver\documents\coliff\my documents

Also, ensure that the 'Reconnect at logon' box is checked.

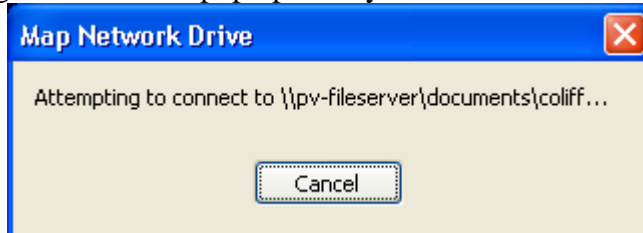


Click **Finish** when done.

A dialog box will pop up prompting for a username and password. Put in your email username and password where prompted. Be sure to put "PVCCNET\" before your username. Check the box that says 'Remember my password.' Then press **OK**.



A message like this will pop up briefly while it connects to the folder.

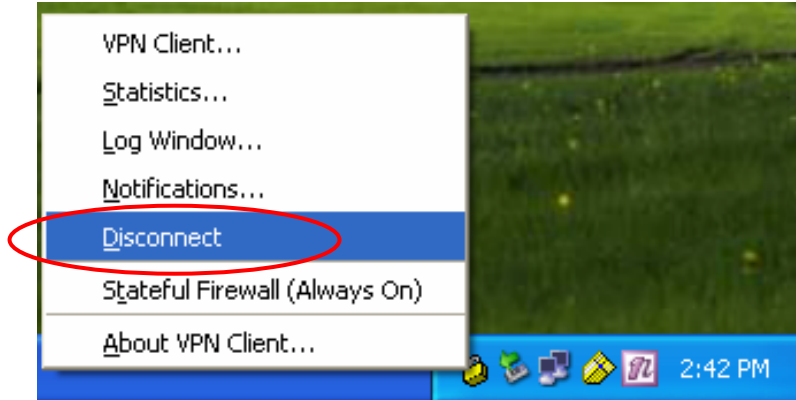


When done, it will show you your work 'My Documents' folder.

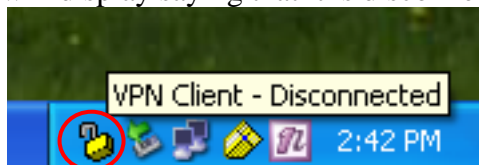
Congratulations, your PVCC 'My Documents' folder is now mapped to the 'P:' drive. Remember to save any files to the P: drive if you want to be able to access them from work. Also remember, it is necessary to have the VPN connected in order to open or save files on this drive. Proceed to the next step: Exiting the VPN Client.

Exiting the VPN Client

To exit from the VPN Client; simply right-click on the lock icon in the taskbar and select **Disconnect** from the menu.



The lock icon will now change to the unlocked position and when you hover over it, a message will display saying that it is disconnected.



Congratulations, you are now done.