




Towson University's VPN

Virtual Private Network

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 =Shortcut  =Advice  =Caution


Introduction

When connecting through the VPN server, your computer acts as though it is physically on the campus network.

When Do I Need VPN?

VPN is mainly used for faculty, staff and students who need to:

- Map to network drives while using a wireless connection (e.g. Towson Unplugged)
- Use printers they have configured
- Connect directly to a personal (H:) or departmental (O:) file share when they aren't using Citrix
- Use Microsoft Outlook to connect to an Exchange account using the Exchange protocol when not using Outlook Web Access or Citrix

 The quickest way to access your e-mail through the Internet is through <http://outlook.towson.edu>. For full access to your Outlook account and most other off-campus computing needs, use Citrix at <http://www.towson.edu/citrix>.

Process Summary

VPN

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Accessing Files

1. Mapping Network Drives
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Installing the VPN Client

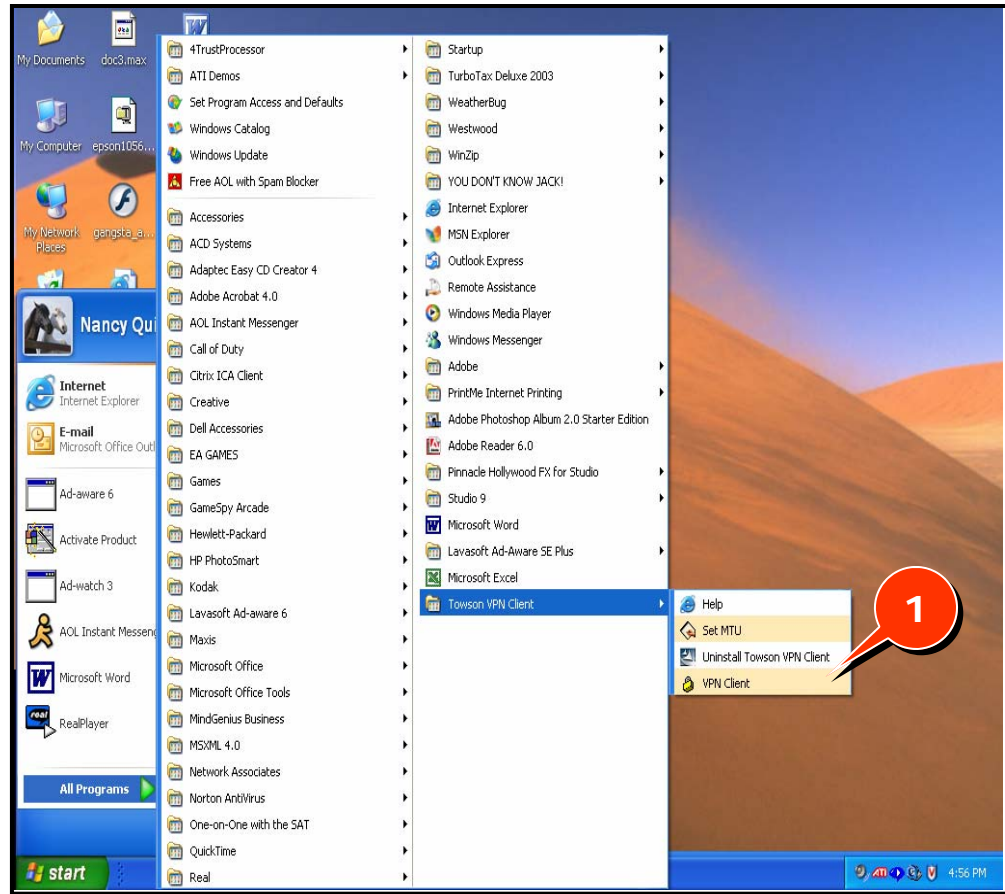
1. Browse to the <http://www.towson.edu/ots> website.
2. From the left menu select the **Services for Faculty and Staff** link.
3. Select the **Support, Training & Documentation** link.
4. Click on **Software Downloads**.
5. Click on **For Faculty, Staff and Students**.
6. Log in with your TowsonU Username and Password (the same one you use to access e-mail).
7. Click on the **Cisco VPN Client** link.
8. Choose the **Cisco VPN Client** link for your computer's operating system.
9. You will be prompted with the choice to **Run** or **Save** the .exe file. Choose **Run**. Click on **Run** again if prompted.
10. Click on **OK** to automatically install the Towson VPN client.
11. You will see the install wizard start and automatically perform the installation (this may take several minutes).
12. When the install is finished you will be prompted to restart your machine, choose: **Yes I want to restart my computer**.
13. Click on **Finish** and wait for your computer to restart.

 **Connect to the Internet using the service you normally use:**
(cable modem, DSL, dial-up etc...)

Finding Your VPN Client

When you log into your computer you will have the VPN client. To find it go to the **Start menu > Programs >Towson VPN Client** and select **VPN Client (Fig 1, 1)**.

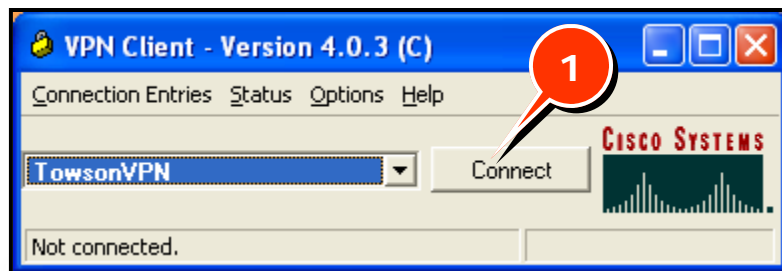
Figure 1



Signing In

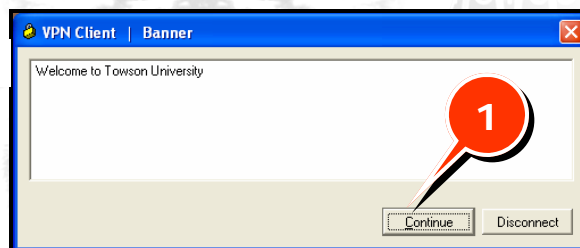
1. When you get the following connection screen (Figure 2). Choose **Connect** (Fig 2, 1).

Figure 2



2. Enter your **username** and **password** when you are prompted.
3. In the **Welcome to Towson University** window, click **Continue** (Fig 3, 1).

Figure 3



Getting to Your Files:

Faculty and Staff:

H and O Drive Mapping (Faculty and Staff)

1. On your desktop, right-click on **My Computer** and choose **Map Network Drive**.
2. Choose the drop down arrow next to Drive: and pick any letter listed without slashes and words next to it (Fig 4, 1). Next to **Folder:** type in the network share you need to access.
3. For your **H drive** type in `\\gold\yourusername$` (Fig 4, 2).
Username examples: (sjones\$ or jsmith\$)



- Note: It is important that you type the slash the correct direction (“\”) and that you include the \$ sign after your username without any spaces.

4. For your **O drive** type in `\\gold\departmentname$`.
Department name examples: HR\$ or OTS\$

For any other drive that you might need, from your office computer, open up **My Computer** and look at the drive listings. It will say something like *Archive on Gold (F:)*. Therefore, the share name would be `\\gold\archive` in this case.

5. Click **Finish** (Fig 4, 3).
6. If you are prompted for your username and password again type: **towsonu\username** and then your password. Open **My Computer** you will see the drives that you mapped.

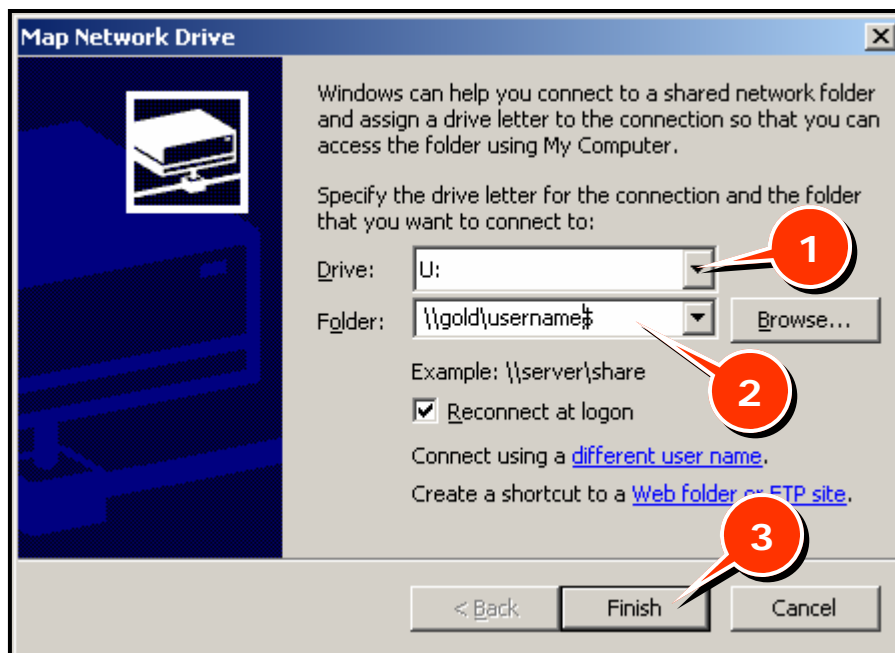
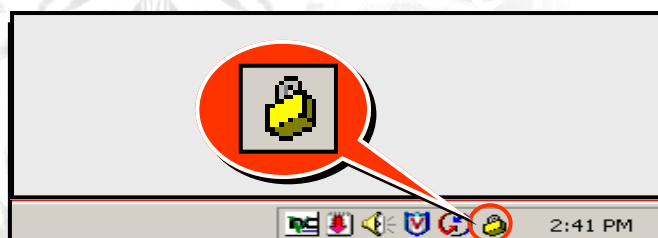


Figure 4



You won't see any changes in your desktop except for a **small lock icon** (Figure 5) in your system tray indicating you are connected. Double click on this icon and ensure that it says **Connected**.

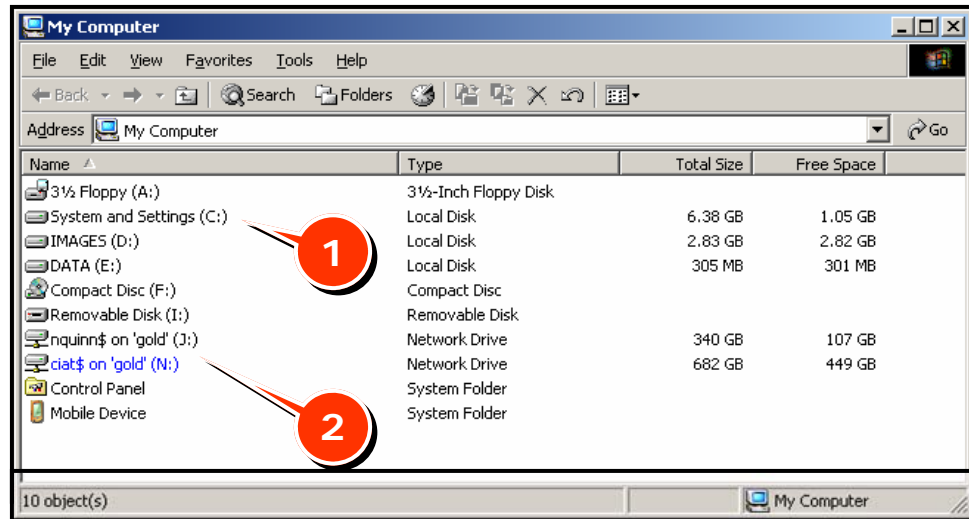
Figure 5



Copying and Saving Between Computers

Now that you are connected and have mapped to your drives all you need to do is open up your files and work on them. You can access the drives and files from both your local computer your work drives.

Figure 6

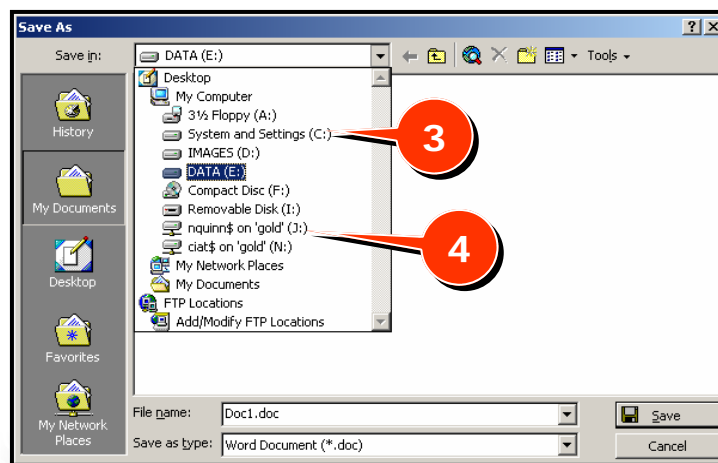


In **My Computer** you will be able to see both your **local disks** (Fig 6, 1) and your VPN mapped disk. (Fig 6, 2).

If you want to copy data from your local computer to your office drives or vice versa simply use the **Copy/Paste** feature between the two.

To save an open file, choose **File > Save As** and choose either your local computer drives (**Figure 7, 3**) or to your work computers drives (**Fig 7, 4**) from the **Save in** drop down list:

Figure 7



Getting To Your Files

Students:

After you have connected to the VPN to get to your files you need to:

1. Open the internet browser.
2. Type into the URL ftp://username@tiger.towson.edu.
3. Type in your username and password.
4. You will see your tiger files.

Directions for Configuring Outlook From Home

If you have Outlook 2003 on the computer you are using outside of Towson's network click on the link below for directions on how to create an Outlook Towson Profile to receive your Towson E-mail.

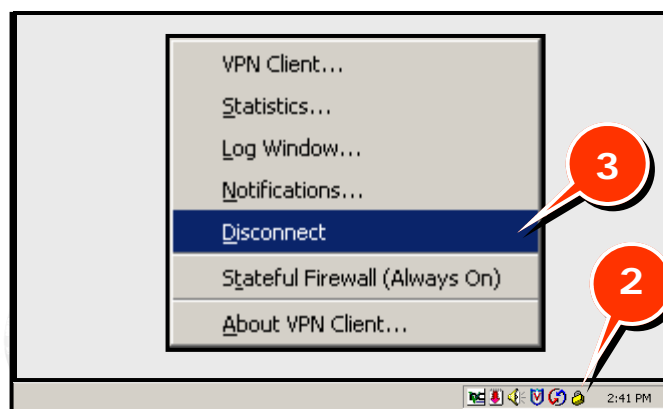
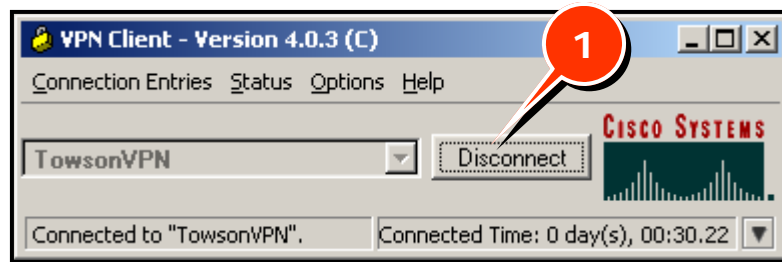
http://wwwnew.towson.edu/adminfinance/OTS/Training/documentation/Outlook%202003/VPN_Outlook2003.pdf

Disconnecting From The VPN

There are several ways to disconnect from the VPN.

1. If a window on the local computer desktop remains, click the **Disconnect** button (Fig 8, 1).
2. Alternately, on your system tray you will have a **Lock Icon** which represents the VPN connection (Fig 8, 2), right-click on that icon and click **Disconnect** on the shortcut menu (Fig 8, 3).

Figure 8



Reconnecting:

You will not need to install the client again, all you need to do to reconnect is go to the **Start menu > Programs > Towson VPN Client** and select **VPN Client**. Choose **Connect**, type in your username and password and choose **Continue**. If you go to My Computer your drives should still be mapped, if they have a red x just double click them to re start the connection. If they aren't mapped, just map them again.