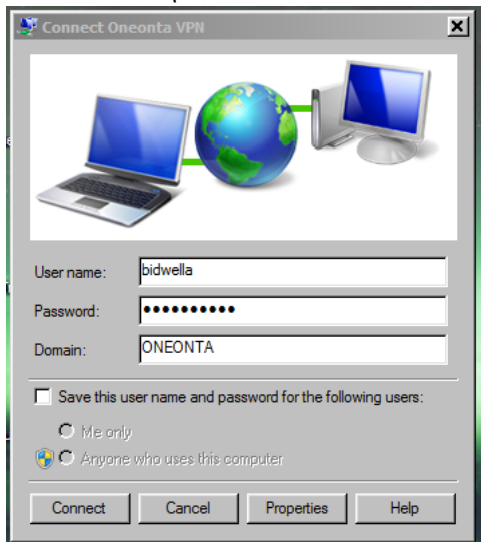


To connect VPN and map a drive:

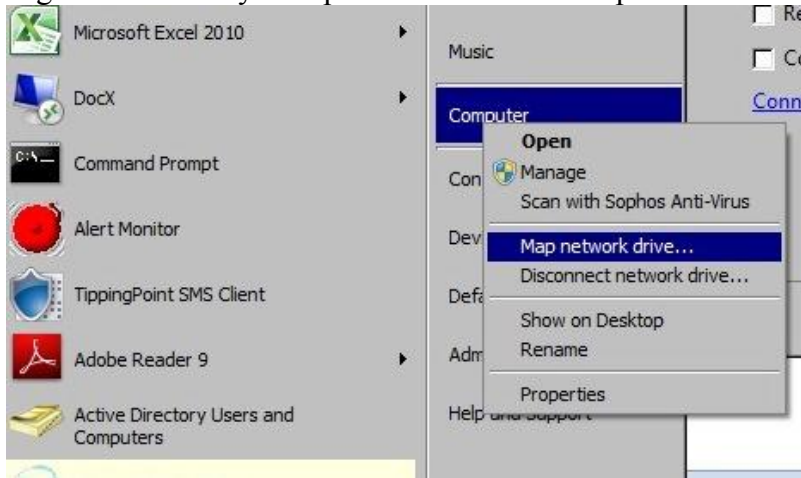
Connect your computer to the Internet through whatever service you are using (ex.: Road Runner at home, hotel supplied service). Verify you are connected by launching your browser and surfing to a page or two.

Open your **Oneonta VPN** icon – it should be located on your desktop. Enter your username and password and click connect. You may need to enter it in the format **ONEONTA\username**.

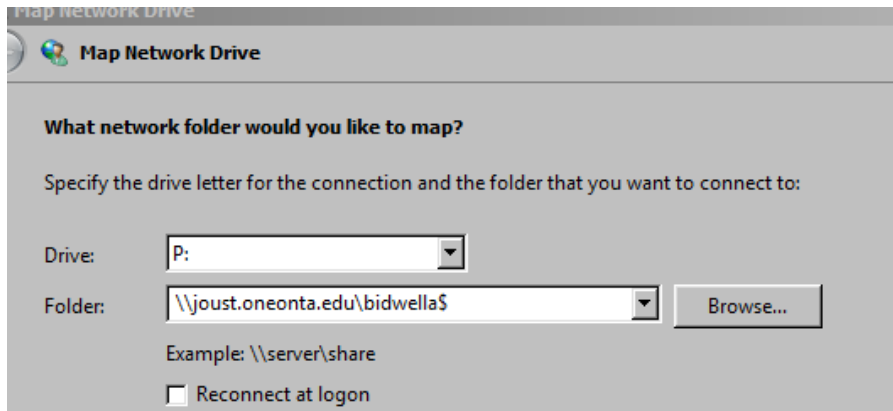


Once your computer displays a message that you are connected to the Oneonta VPN, you can map to your P: drive.

Right click on “My Computer” and choose “map a network drive.”



Choose “P” for the drive letter. In the “folder” window, enter **\\joust.oneonta.edu\username\$**, where username is your Oneonta username.



Click “finish.” You will get a logon box.
Enter **ONEONTA\username** where username is your Oneonta username and your password. Click OK. Your P: drive will be displayed.