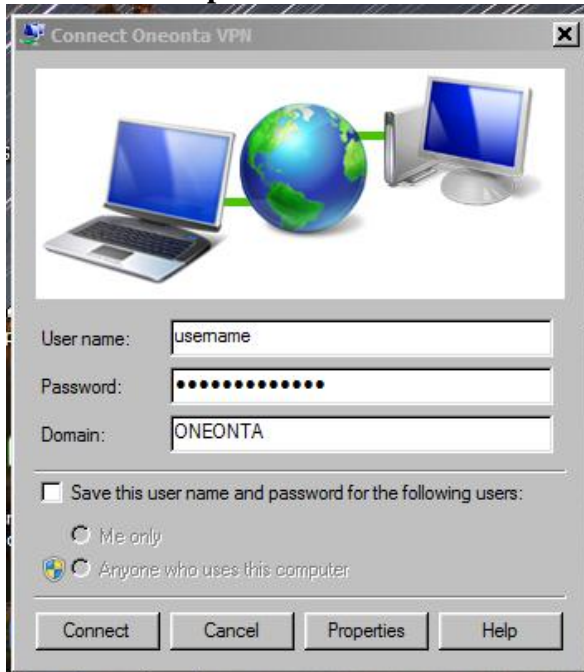


To connect VPN and map a drive:

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.

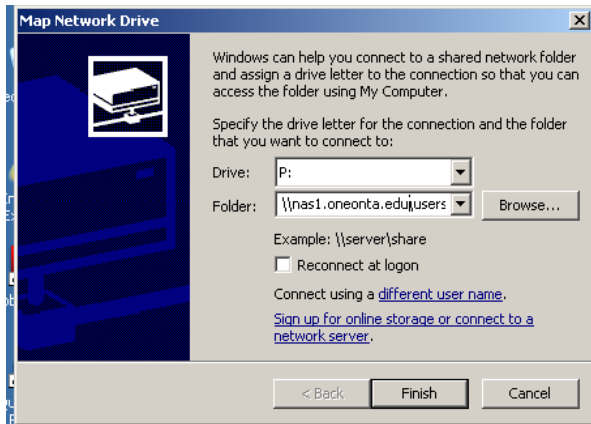


Once your computer displays a message that you are connected to the Oneonta VPN, you can map to your P: drive.

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



Choose “P” for the drive letter. In the “folder” window, enter **\\Pdrives.oneonta.edu\users\$\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.