

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 your username in this 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 `\\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.

To disconnect the VPN, right click on the VPN icon and choose “disconnect”.