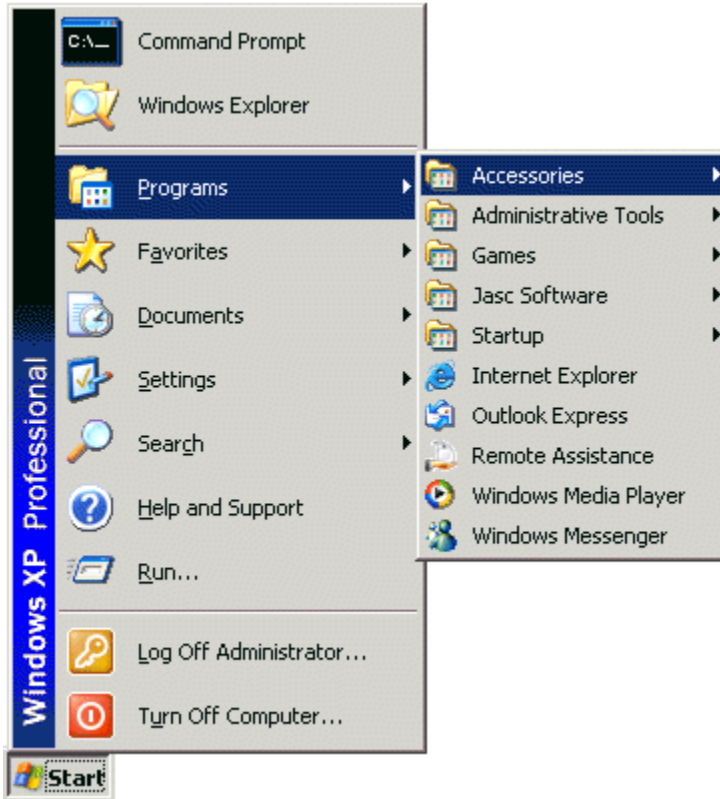
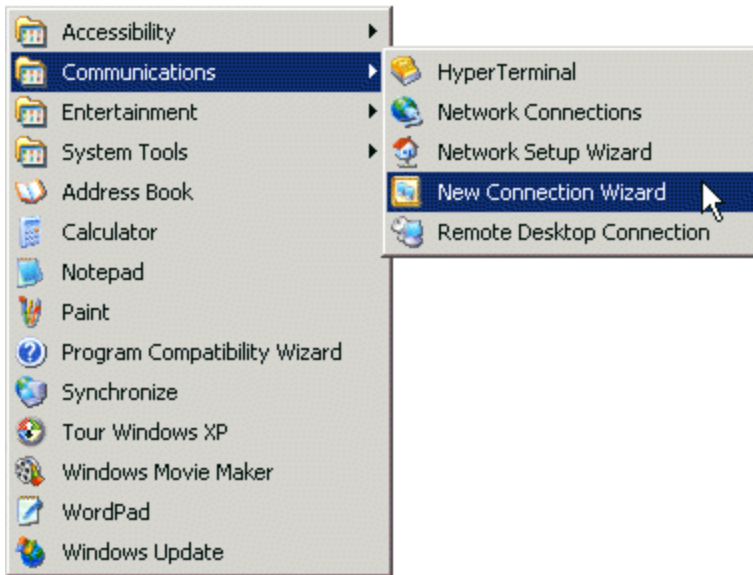


## Setting Up Your VPN Connection XP

1. Click on **Start**, then select **Programs** then **Accessories**



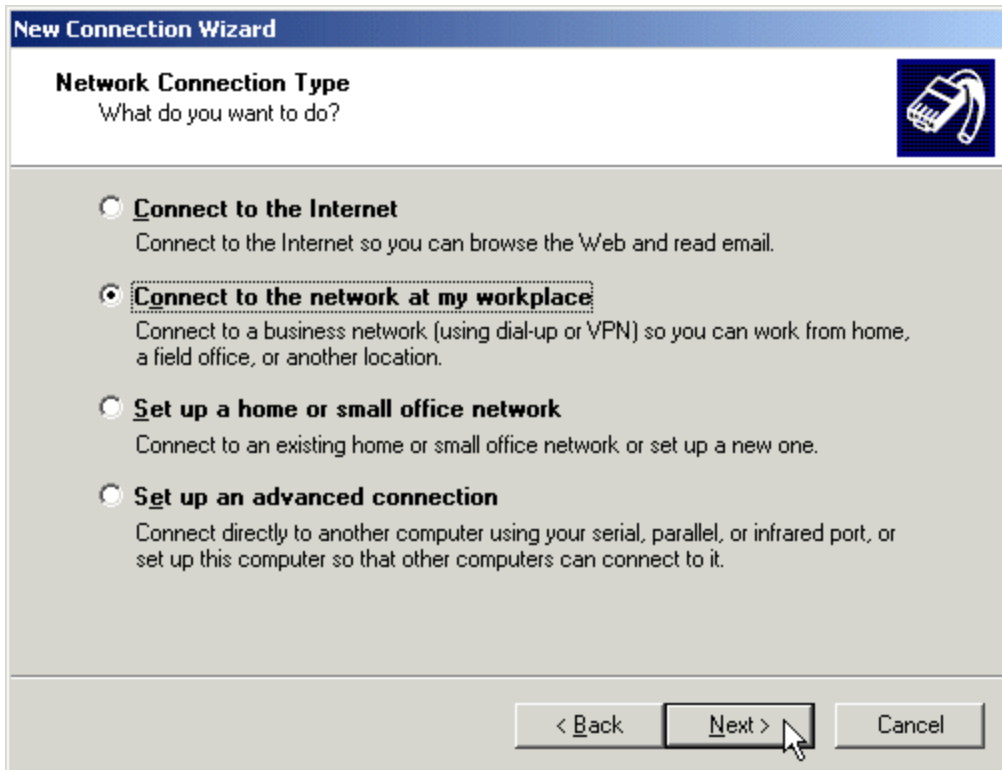
2. Select **Communications** then **New Connection Wizard**



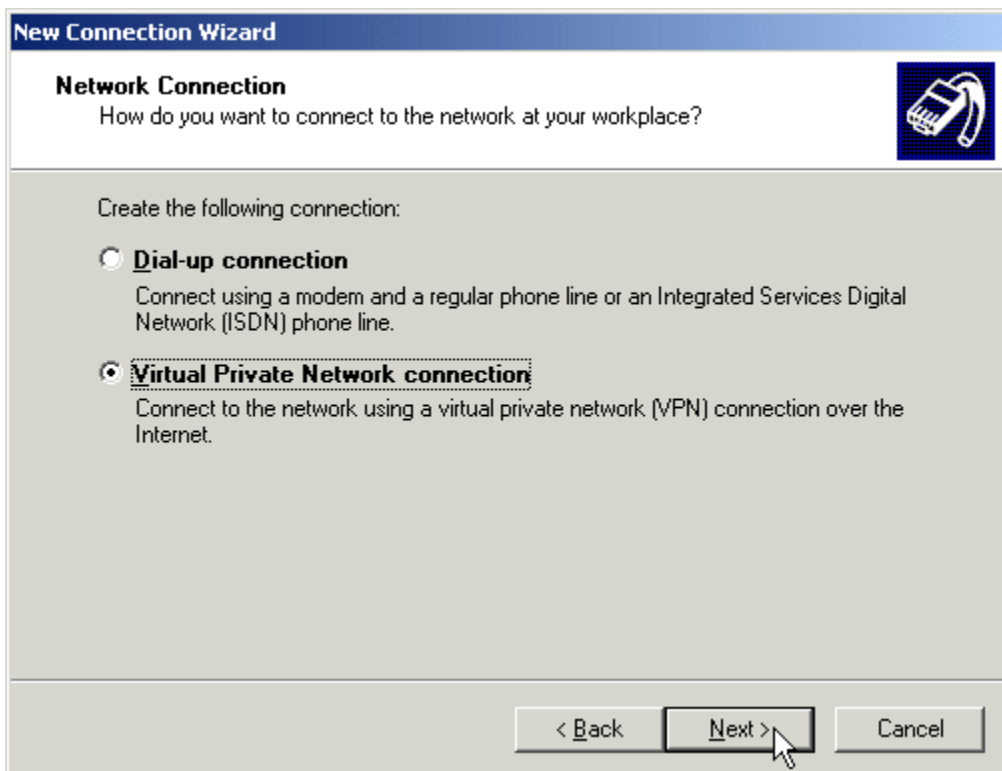
3. In the New Connection Wizard click Next



4. Select **Connect to the Network at my workplace** and click Next



5. Select Virtual Private Network connection and click Next



6. Enter **CompanyName VPN** into the **Company Name** field and click **Next**

**New Connection Wizard**

**Connection Name**  
Specify a name for this connection to your workplace.

Type a name for this connection in the following box.

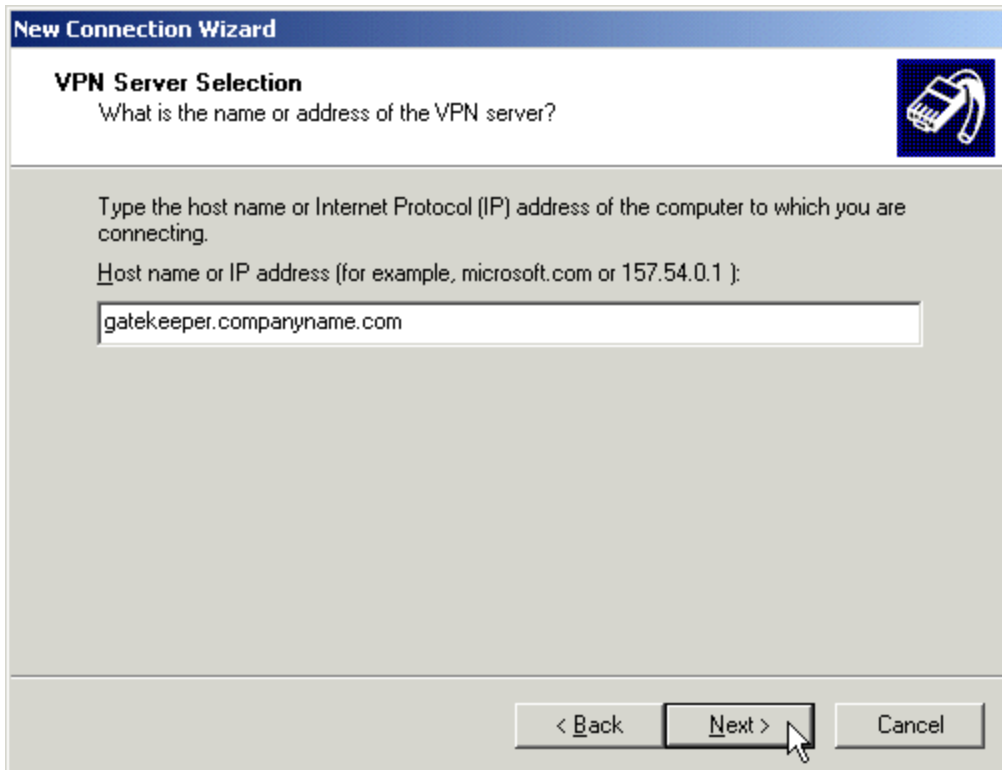
Company Name

CompanyName VPN

For example, you could type the name of your workplace or the name of a server you will connect to.

< Back   Next >   Cancel

7. Refer to the **static address** or **DynDNS address** given to you. Enter that in the **Host name or IP Address** field. Click **Next**



8. Place a check in the box **Add a shortcut to this connection to my desktop** and click **Finish**



## Initiating Your VPN Connection

1. Make sure you have an active internet connection. Double click the **VPN** icon on your desktop



1. Enter your **Username** in the **User name:** field
2. Enter your **Password** in the **Password:** field
3. Optional: Place a check in the save password box
4. Click **Connect**



2. A dialog box should appear to show the username and password is being verified
3. There will be a small icon in the task tray near the clock showing the status of the vpn connection, the 2 small PC icons flash indicating network activity over the VPN.

### Disconnecting Your VPN Connection

1. When you have finished your session, right click the VPN icon in the task bar
2. Select **Disconnect**