

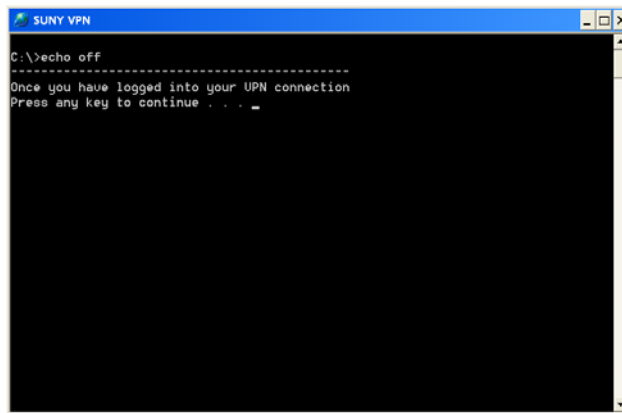


Virtual Private Networking (VPN) Cisco VPN Client

Occasionally you will want to connect to your LAN drives and Outlook from a remote location using your SUNY laptop computer. This can be done using Cisco VPN once you have been approved for a VPN account.

Using Cisco VPN to Access Shared Drives (N:, P:, O:, and Y: drives)

1. Connect the laptop to your Roadrunner/DSL using a wired or wireless connection.
2. Hit Ctrl Alt Del at the Welcome to Windows screen.
3. Once you have your internet connection click the SUNY VPN icon on the desktop.
4. The VPN Client logon window will appear. Key in your SUNY LAN user name and password and hit Enter and then Enter again to Continue.
5. Hit Enter in the black command prompt window, called SUNY VPN, to map your shared drives.



6. Open Outlook and/or access your shared drives just as you do on your desktop PC in your office.

If you have no need to access your work files or you just want to browse the web or check email via Outlook Web Access (OWA) close the Cisco Systems VPN Client window and the black command prompt window.

Important: Prior to leaving town on a business trip be sure to connect your laptop to our network-see below:


ThinkPad Cheat Sheet

Before taking the laptop on the road be sure to connect to our lan with a network cable and login using your lan account:

username
password
sysadmin

(Hit Fn & F5 to turn off the wireless adapter if necessary)

To connect wirelessly:

1. Be sure wireless adapter is on (Fn & F5).
2. Double click  and click Find WLAN.
3. Select a wireless connection and click Connect.
4. Double click the SUNY VPN icon.


Dell Laptop Cheat Sheet

Before taking the laptop on the road be sure to connect to our lan with a network cable and login using your lan account:

username
password
sysadmin

(Turn off the wireless adapter if necessary – switch on left side of laptop)

To connect wirelessly:

1. Be sure wireless adapter is on (use switch).
2. Double click  and click Refresh.
3. Select a wireless connection and click Connect.
4. Double click the SUNY VPN icon.