

# Quick Tips

## for Using a VPN to Access your U:/

### Getting Started

This QuickTip will help you access files saved on your network account from off-campus using a VPN (Virtual Private Network). A VPN is a Private Communications network used to communicate confidentially over a non-private network.

### PC Instructions

To gain access to your Lake Forest network drive, you need to install our VPN client first. If you've already done this, or if you are a student on campus, you can skip to "Mapping your files to a local hard drive". Otherwise, follow the instructions below:

### Installing Cisco Systems VPN Client

1. Surf to <http://vpn.lakeforest.edu> and follow the link to the VPN client for Windows (the link says 'Client Software'). Save the file to your desktop (in IE, select 'Save', in Firefox click on 'Save to Disk' and then 'OK')
  2. After the download is complete open the zip file and extract it by dragging the 'client' folder to your desktop.  
**Note:** If you are using Windows XP SP2, it will know how to handle the .zip file. Otherwise, you'll need an archiving program such as WinZip or WinRar. To download WinRar, just go to <http://www.rarlab.com/download.htm>, download the newest version and follow the installation instructions.
  3. By now you should have a 'client' folder on your desktop that contains the VPN client installation. Double-click on that folder to view the files, run (double-click) Setup.exe and follow the instructions to complete the installation.
  4. After the VPN client is installed, start it up (Start > All Programs > Cisco Systems VPN Client > VPN Client), make sure 'Lake Forest College VPN' is selected on the window that pops up, and click the 'Connect' button. Use your Lake Forest username and password. If all goes well you will be connected the Lake Forest College VPN.
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## **Mapping your files to a local hard drive**

After you're connected to the Lake Forest College VPN, open up My Computer, and go to Tools > Map Network Drive. On the window that follows, under 'Folder', enter '\\dfsservices\students\

## **Mac Instructions**

If you already have a VPN installed in your Mac, or if you are a student on campus

you can skip to "Mapping your files to a local hard drive".

## **Installing Cisco Systems VPN Client**

1. Surf to <http://vpn.lakeforest.edu> and follow the link to the VPN client for Macintosh (the links say 'Client Software for PowerPC Macs' and 'Client Software for Intel-based Macs' depending on the processor type of your Mac). Save the file to your desktop.
2. After the download is complete, double-click the dmg file to mount it if MacOS didn't already do that for you.
3. A new drive, 'CiscoVPNClient', will appear on your desktop. Access that drive, and execute the 'Cisco VPN Client.mpkg' file inside. Follow the instructions to complete the installation.
4. After the VPN client is installed, start it up (from Finder > 'Applications'), make sure 'Lake Forest College VPN' is selected on the window that pops up, and click the 'Connect' button. Use your Lake Forest username and password. If all goes well you will be connected the Lake Forest College VPN.

## **Mapping your files to a local hard drive**

After you're connected to the Lake Forest College VPN, go to dock and click on Finder. Choose 'Connect to Server' from the menu.

For server address, type in: smb://dfsservices.lakeforest.edu

At the next window, enter 'lakeforest' for the work group or domain and then your username and password.

For the SMB/CIFS shared volume to connect to, select 'Students', open the folder with your name on it, and you are all set to go, this is your storage area.

