Configuration Manual

For
Columbia Law School VPN Services
in Windows 7

Information Technology
Introduction

What is VPN?

Virtual Private Networks, or VPNs, are designed to allow a computer (most commonly, laptops) outside of a given network to behave as if it were physically located within the network. The main advantage of a VPN is that the remote computer can access network resources, such as printers and shared drives, in real-time and in a manner similar to being in the office.

For Columbia Law School clients, this means that you can now access your files, directly, allowing you to make modifications to files in real-time. The advantage of a VPN over existing FTP and web-based file transfer methods (where files must be downloaded, modified, and then uploaded back to the server) is clear. In addition, you may send jobs to print to the office network printers from wherever you can connect to the Law School VPN.
Connecting to Columbia Law School’s VPN

IMPORTANT: You must be logged on as a user with Administrative privileges (allowed to install and uninstall programs and make any modifications to the Operating System) to proceed with these instructions. Also note that these screenshots may not exactly reflect the look and feel of your own screen. This document attempts to provide the most generic procedures for maximum compatibility with a wide range of systems. If you cannot follow these instructions due to visual differences in menus and options, please contact your vendor for additional help, or stop by the Help Desk (Jerome Greene Hall 731, 212-854-1370) for assistance.

Step 1: Establishing a VPN Connection

1. Click on the network icon on the lower right hand side of your taskbar.

2. Click on “Open Network and Sharing Center.”

3. Click on the Setup a new connection or network link in Change your Network Settings on the center of the window.

4. In the window that pops up, click “Connect to a workplace”, then click “Next.”

5. Select the Use my Internet connection (VPN) option.
6. In the window that appears, type the following, then click **Next**:

Internet Address: **clsvpn.law.columbia.edu**

Destination Name: **CLS VPN**

7. In the following window, enter your Law School username/password (Same for Lawnet & Coursewebs). Click the check box for “**Remember this Password**”, then click “**Connect.**”

8. Your computer will now attempt to establish a VPN connection with the CLS network.

*Since it is the first time you are connecting to VPN, it may take several minutes to establish the connection.*
9. Once connected, the window will change to inform you that You are connected. Click “Close”.

10. To connect/disconnect in the future, you will only have to click on the Network icon on the taskbar again, then click the “Connect/Disconnect” button for the “CLS VPN” connection.
Step 2: Connecting to the G and H Drives (Mapping the Drives)

1. Click on the Start menu, then on the right side, click on “Computer.”

2. In the file menu, click on the button for “Map network drive.”

3. Under Drive, select G:

4. In Folder, type the following: 
   `\lawrv3.law.columbia.edu\Groups`

5. Check the box Reconnect at logon.

6. Check the box for Connect using different credentials. Then click Finish.
7. In the **Windows Security** window that appears, type your username as:

**LAW\your law school login** (see example to the right). Type your **Law School Password**.

8. Check the box for “**Remember my credentials**.”
9. Click **OK**.

10. A window similar to the one on the right should appear displaying the contents of your G drive.

11. Now, repeat steps **2 through 9** to add the H drive. Here’s the information you need to enter:

    **Under Drive (Step 3), select H:**
    **In Folder, type:**
    \\lawsrv3.law.columbia.edu\FacStaff

**NOTE:** When you enter the H drive, you will need to double-click the only folder in the drive to reach a subfolder with your own login name – the contents of your H drive will be inside of the folder with your username.