



## **VPN and TELNET Connection Instructions**

The following contains instructions on steps to configure and use a VPN (Virtual Private Network) connection. These steps are specific to connecting to a VPN server ([vpn.mdeca.org](http://vpn.mdeca.org)) located at MDECA and then creating a CONNECTION TO MDECA THAT IS INSIDE THE NETWORK by using Reflections.

The instructions are based on the Windows XP Professional Operating System.

Information includes:

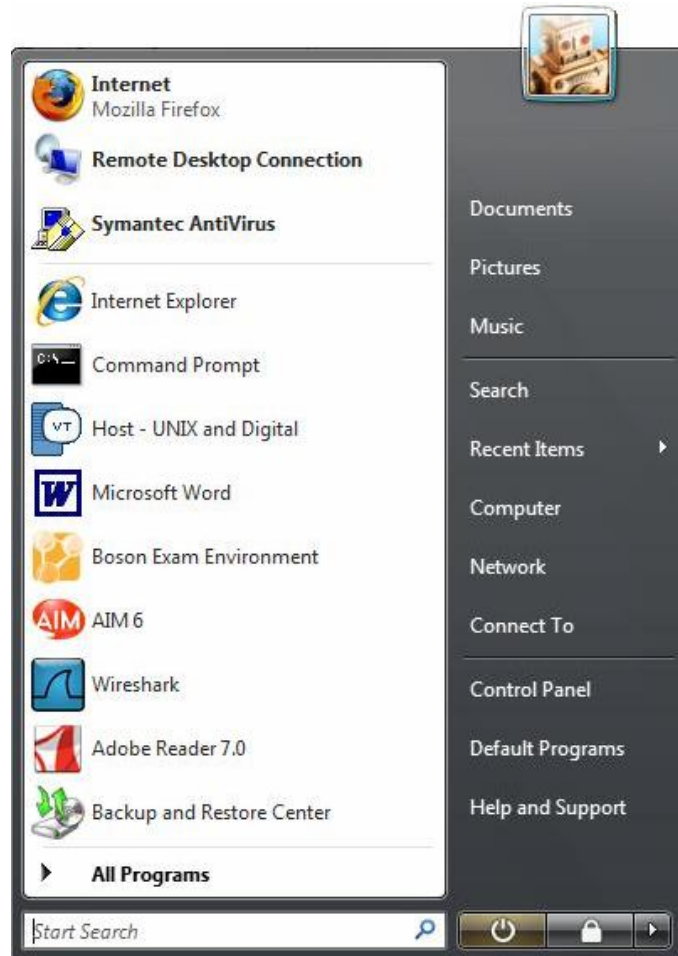
- I) Setup of VPN connection for your workstation
- II) Establish Connection to VPN.MDECA.ORG
- III) TELNET TO MDECA

# 1) Setup of VPN connection for your workstation

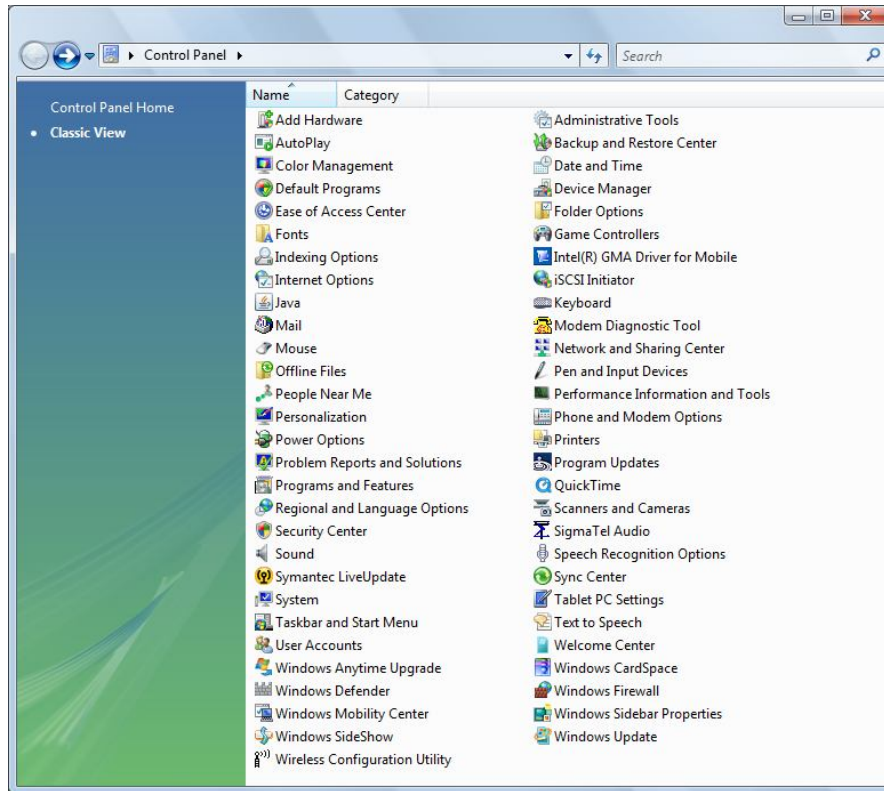
## 1) Click on Start button



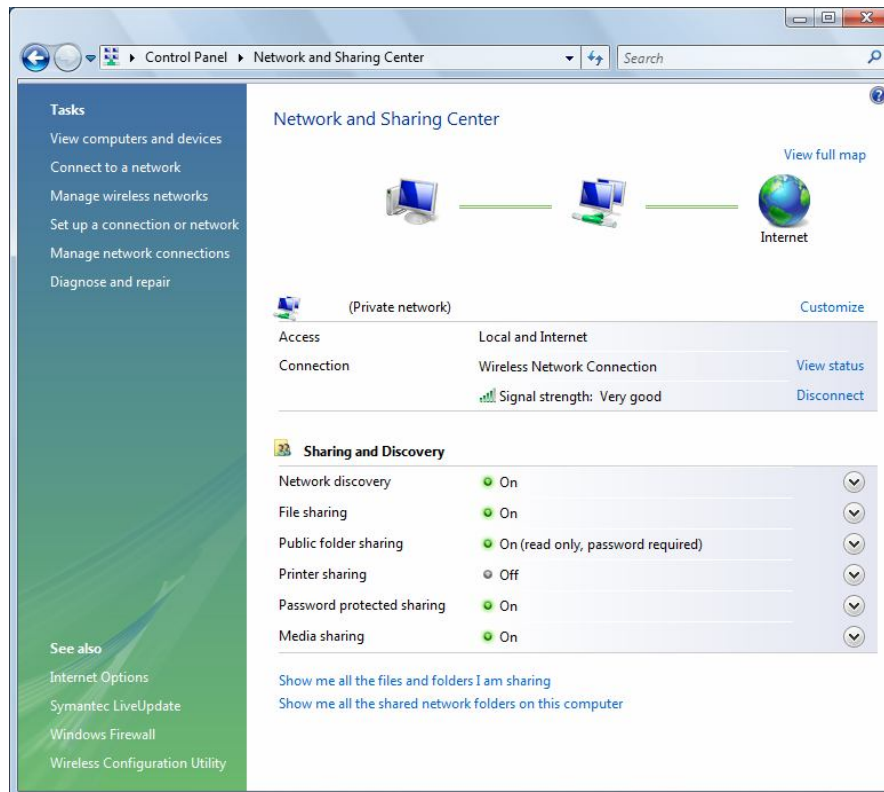
## 2) Select Control Panel



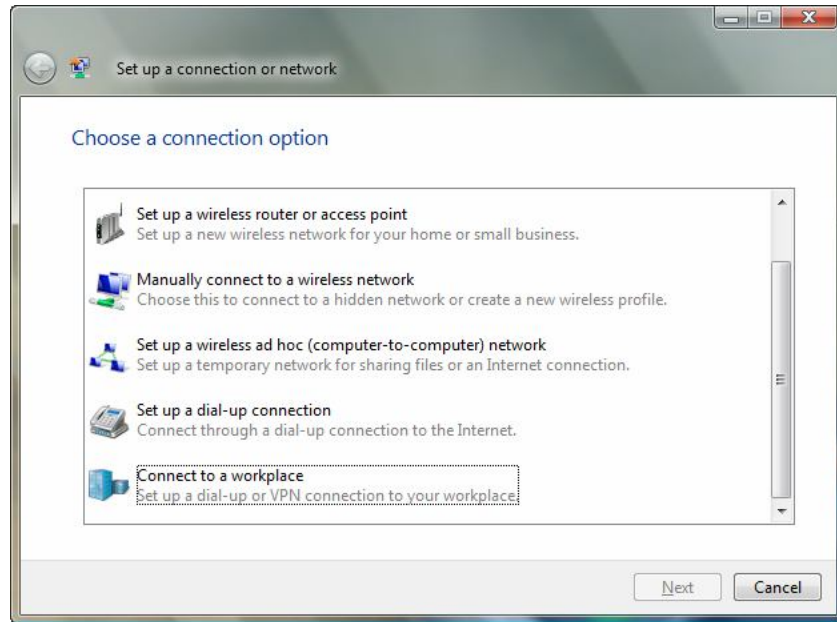
### 3) Select Network and Sharing Center



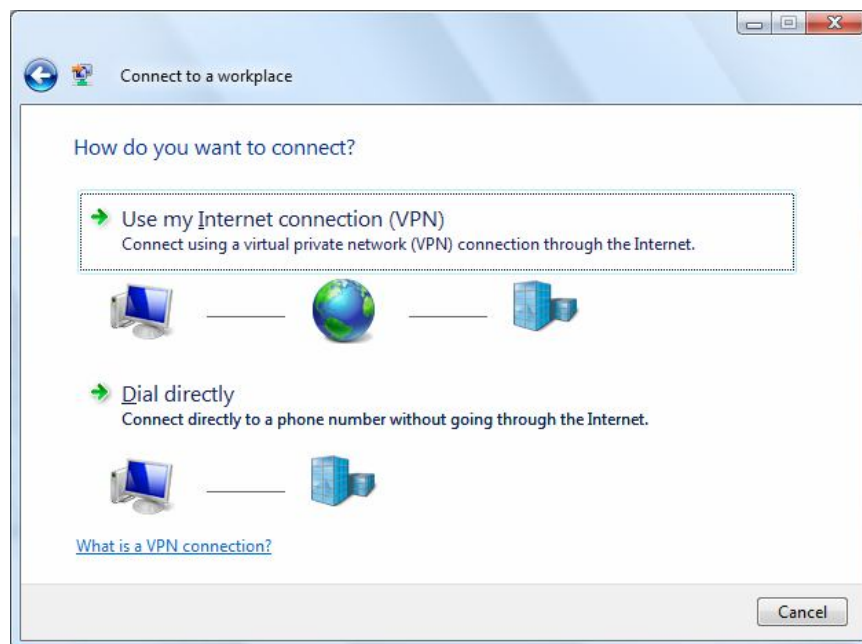
### 4) Click 'Set up a connection or network'



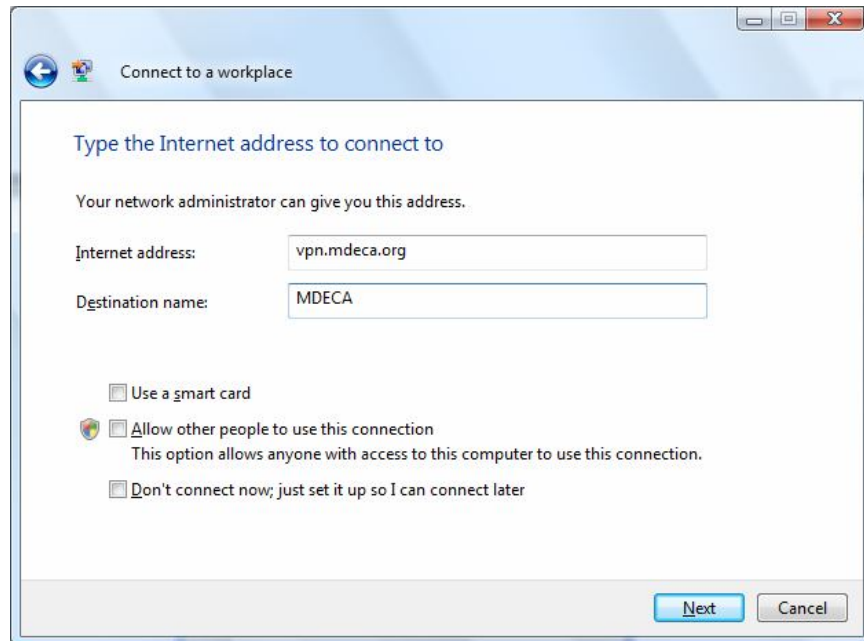
## 5) Click on 'Connect to a workplace'



## 6) Click on 'Use my Internet connection (VPN)'



- 7) In the Internet Address type 'vpn.mdeca.org'**  
**In the Destination name type a description**



Connect to a workplace

Type the Internet address to connect to

Your network administrator can give you this address.

Internet address:

Destination name:

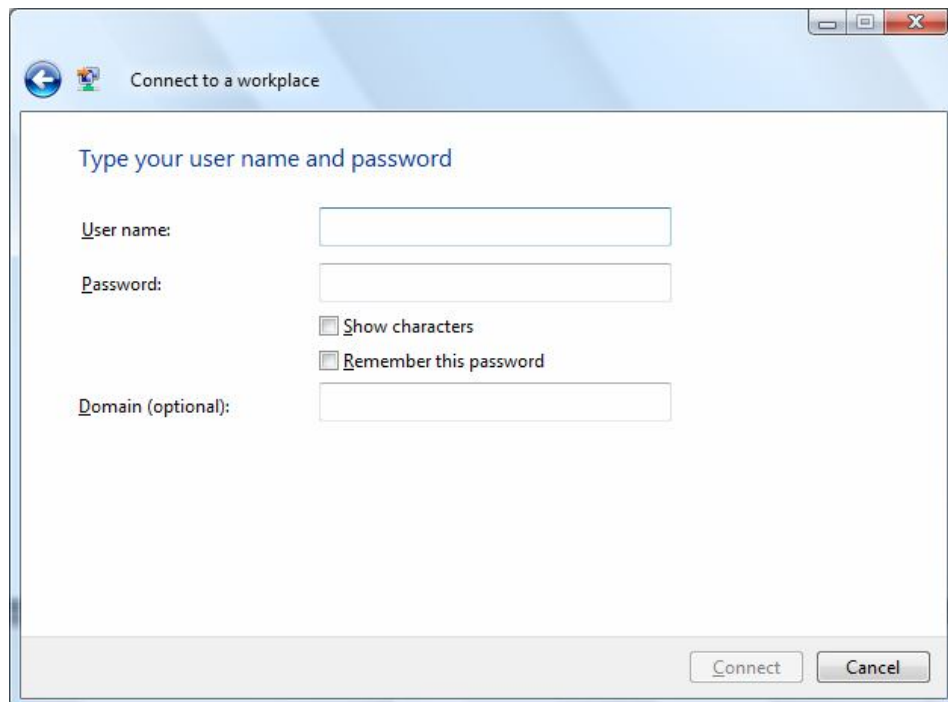
Use a smart card

Allow other people to use this connection  
This option allows anyone with access to this computer to use this connection.

Don't connect now; just set it up so I can connect later

Next Cancel

- 8) In the User name box type your username**  
**Leave the Password and Domain blank**  
**Click Connect**



Connect to a workplace

Type your user name and password

User name:

Password:

Show characters

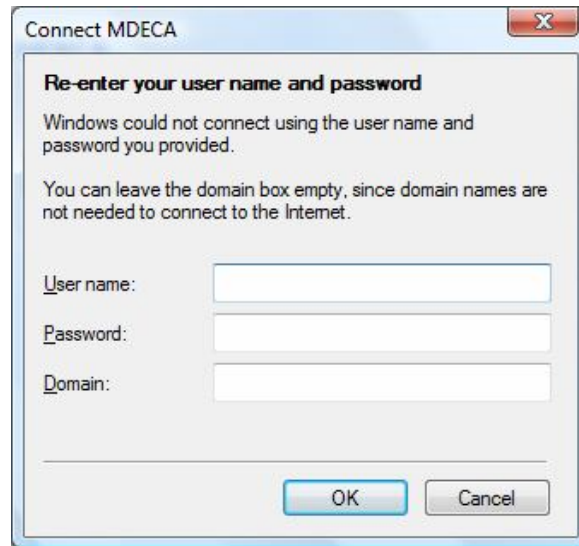
Remember this password

Domain (optional):

Connect Cancel

9) After connecting this window will come up. Your username will already be carried over from the previous window. All you add is your password in the box.

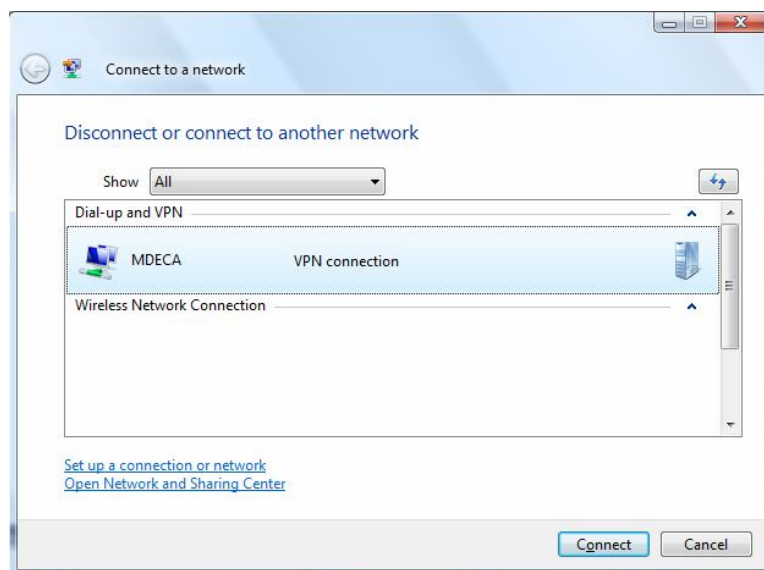
Click Ok.



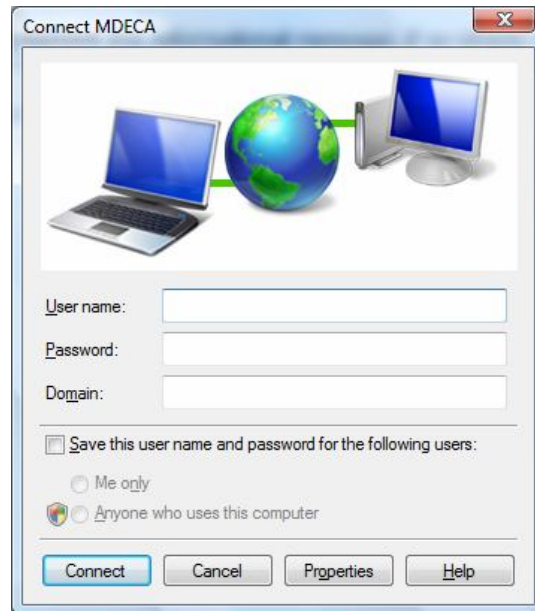
And you are now connected!

## II) Establish Connection to VPN.MDECA.ORG

1) Click the Start button and Click Connect to. Click on VPN Connection and then Click Connect.



1) A screen will appear for you to put your username and password into



3) You should now be successfully connected to MDECA's VPN server.  
The next step is to OPEN Reflections as described in section III.

### III) TELNET TO MDECA

The steps in this section describe how to initiate a TELNET session.

1) Click Start

Select All Programs

Select Reflections (or simply select Reflections from ICON on desktop)

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# Disconnect from VPN

- 1) To disconnect go to the Start button and click Connect to. Click on VPN Connection and click Disconnect.

