

How to access your CDNIS files from home Windows XP

To be able to access your CDNIS files from home you will need the following:

- A computer with Windows XP
- An Internet connection
- A VPN connection to CDNIS
- CDNIS home directory mounted

What is VPN? A Virtual Private Network is a private communications network used over the Internet.

Step 1: Connect to the Internet

Connect to the Internet with your dialup or broadband connection. If you are connected to a local area network you might already be connected to the Internet.

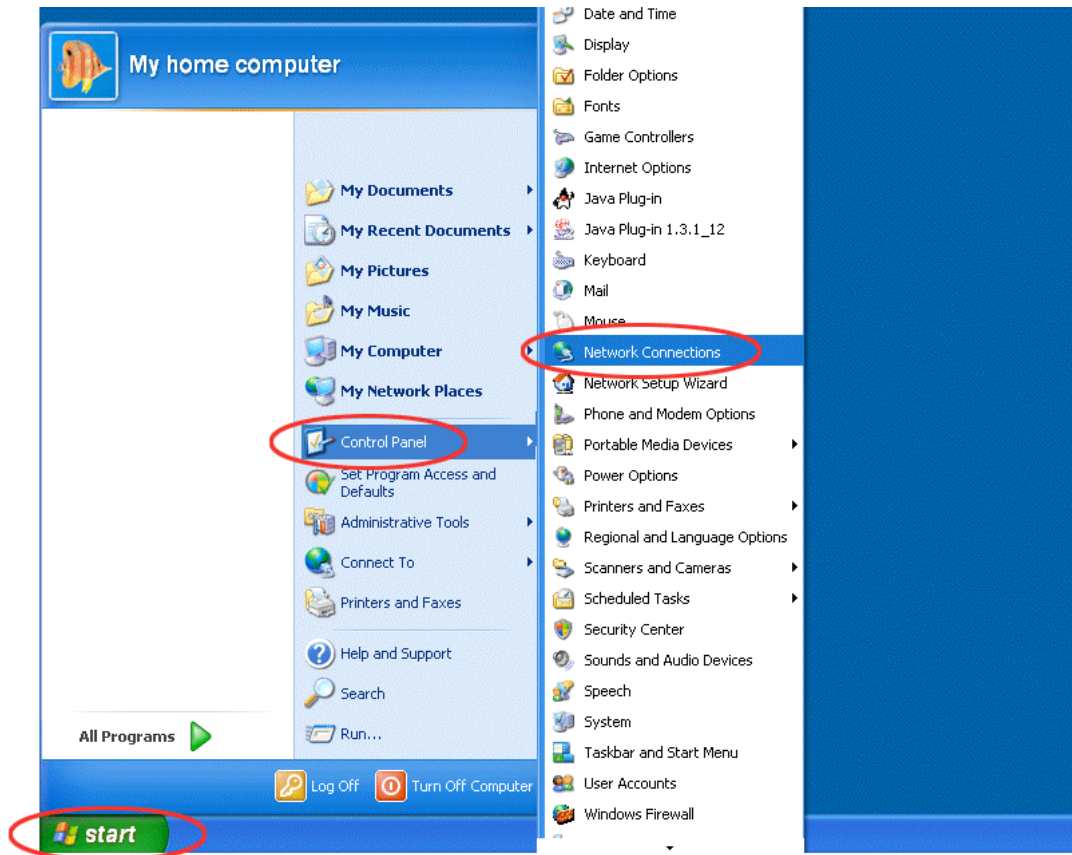
If you need help with setting up your Internet connection please search Windows Help or ask your ISP.

Step 2: Create VPN connection to CDNIS

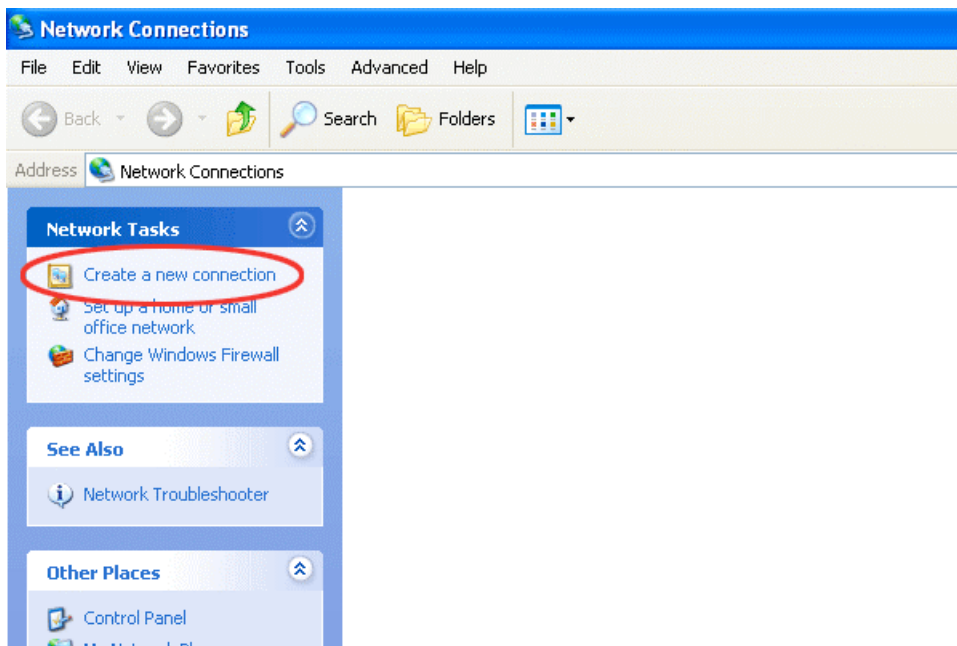
If you have already set up a VPN connection to CDNIS go to Step 3, otherwise a VPN connection needs to be created to CDNIS. Please use the settings below.

Note – To follow the steps below you must use the Windows XP default Start menu properties. If you have changed the properties the appearance of your Start menu will differ to the steps below. Please use XP Start menu style and Category view (not Classic).

1. From the **Start** menu, select **Control Panel** and then double-click **Network Connections**



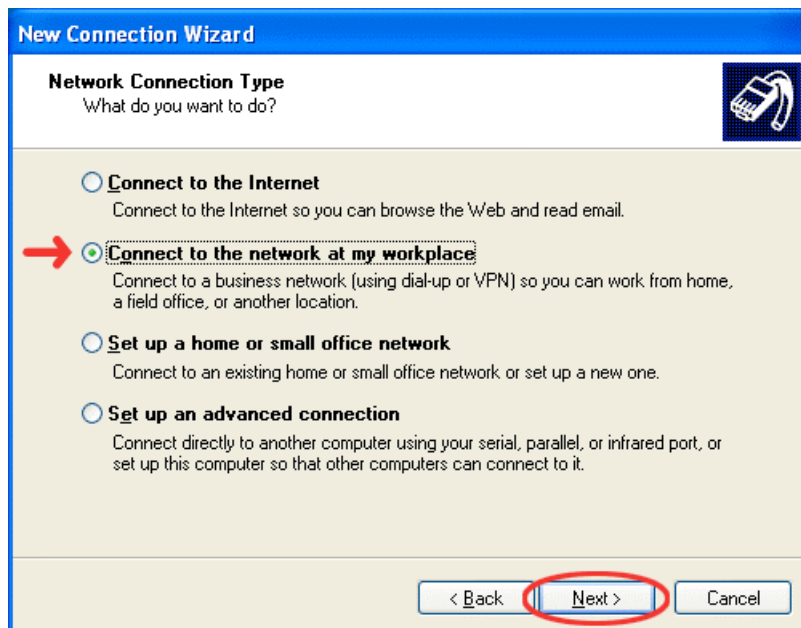
2. Click **Create a new connection** in the network tasks tab



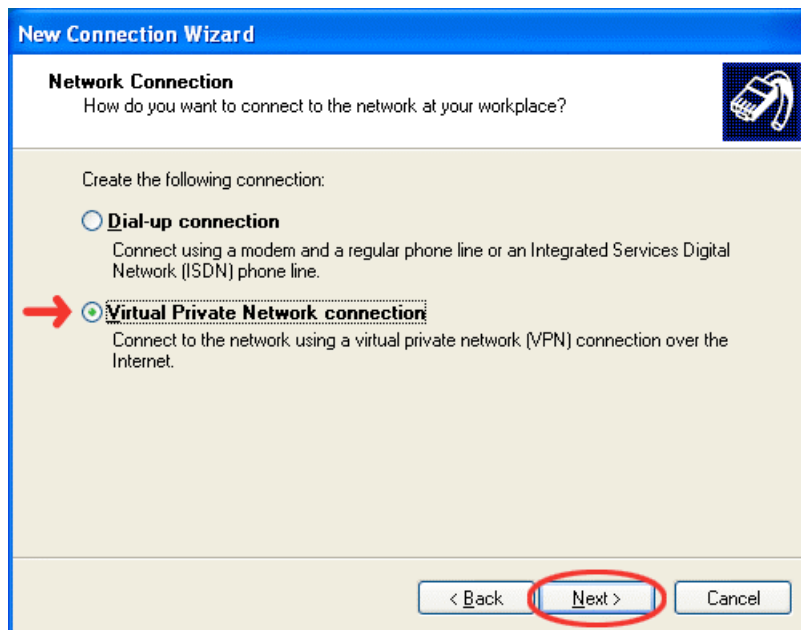
3. A window will pop-up “Welcome to the New Connection Wizard” In this window click **Next**



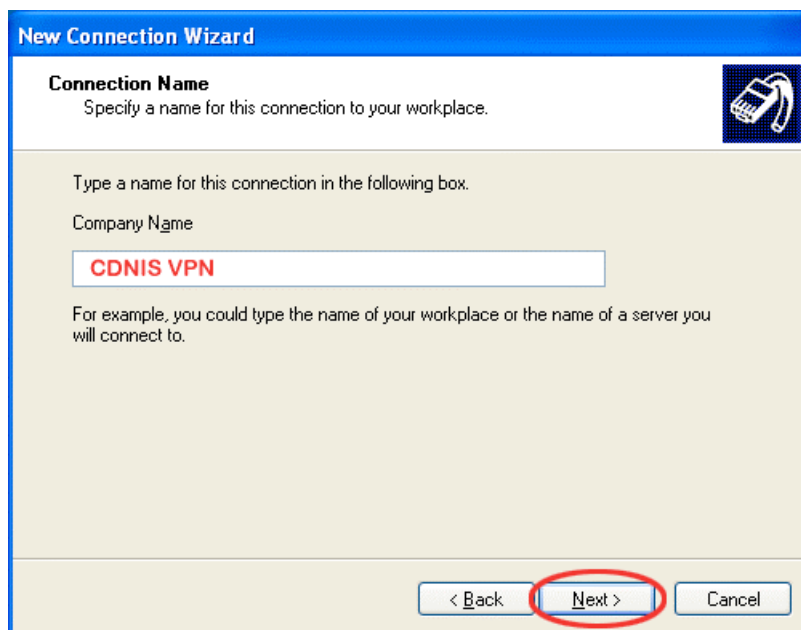
4. Select **Connect to the network at my workplace** and click **Next**



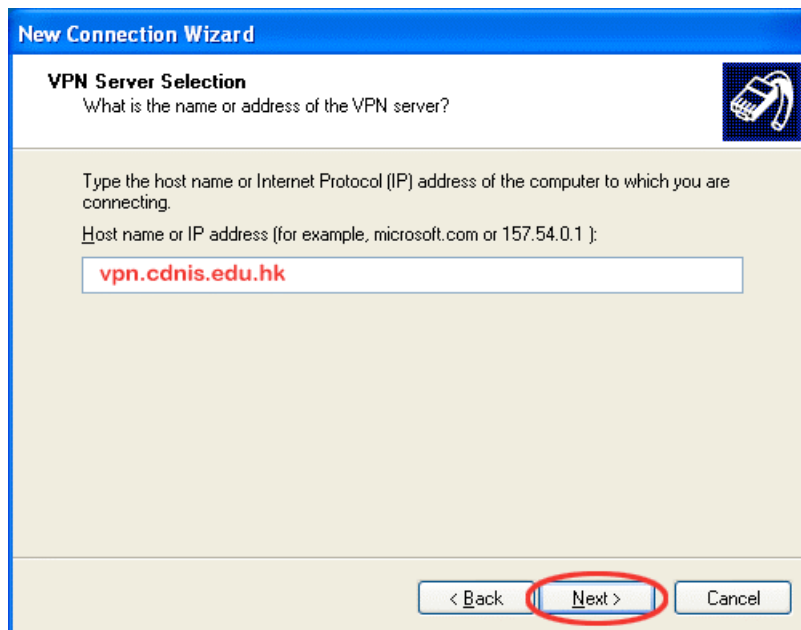
5. Select **Virtual Private Network connection** and click **Next**



6. For the **Company Name** enter **CDNIS VPN** and click **Next**



7. For the **Host name** enter **vpn.cdnis.edu.hk** and click **Next**



The screenshot shows the 'New Connection Wizard' dialog box with the title 'VPN Server Selection'. The question asks 'What is the name or address of the VPN server?'. Below the question, it says 'Type the host name or Internet Protocol (IP) address of the computer to which you are connecting.' and 'Host name or IP address (for example, microsoft.com or 157.54.0.1) :'. A text input field contains 'vpn.cdnis.edu.hk'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

8. You may be asked if you want to use a Smart Card or not. If you are, select **Do not use my smart card** and click **Next**
9. Place a next to “Add a shortcut to this connection to my desktop” and click **Finish**

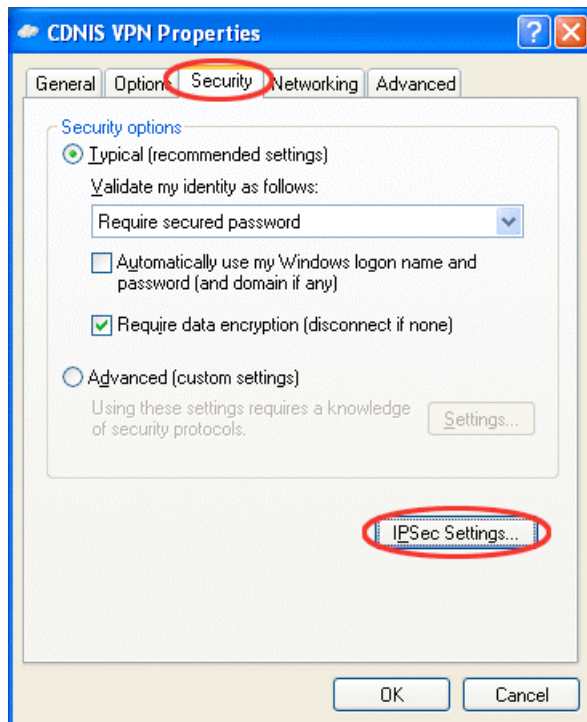


The screenshot shows the 'New Connection Wizard' dialog box with the title 'Completing the New Connection Wizard'. It says 'You have successfully completed the steps needed to create the following connection:'. Below this, it lists 'CDNIS VPN' with a sub-point 'Share with all users of this computer'. It then says 'The connection will be saved in the Network Connections folder.' and 'Add a shortcut to this connection to my desktop' with a checked checkbox. At the bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'. The 'Finish' button is circled in red.

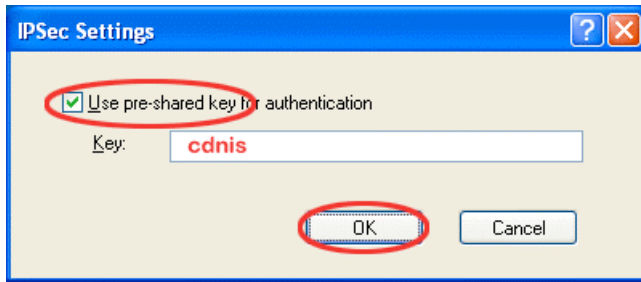
10. You are now done making your connection now click **Properties** to configure it



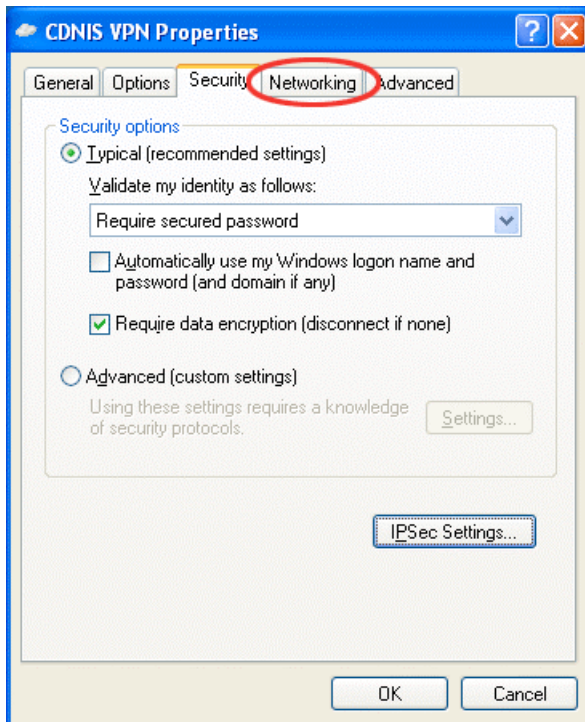
11. Select **Security** tab and click **IPSec Settings**



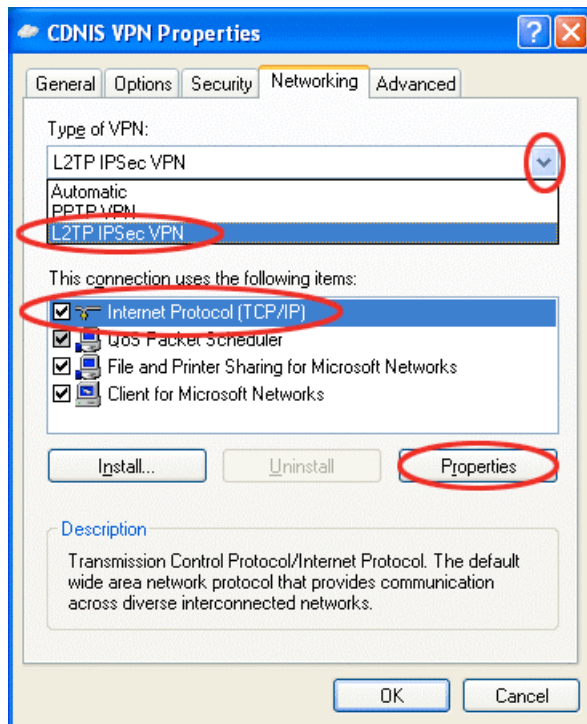
12. The IPsec Settings window will pop-up. Place a ✓ next to “Use pre-shared key for authentication” and enter **cdnis** in the field beside **Key** and click **OK**



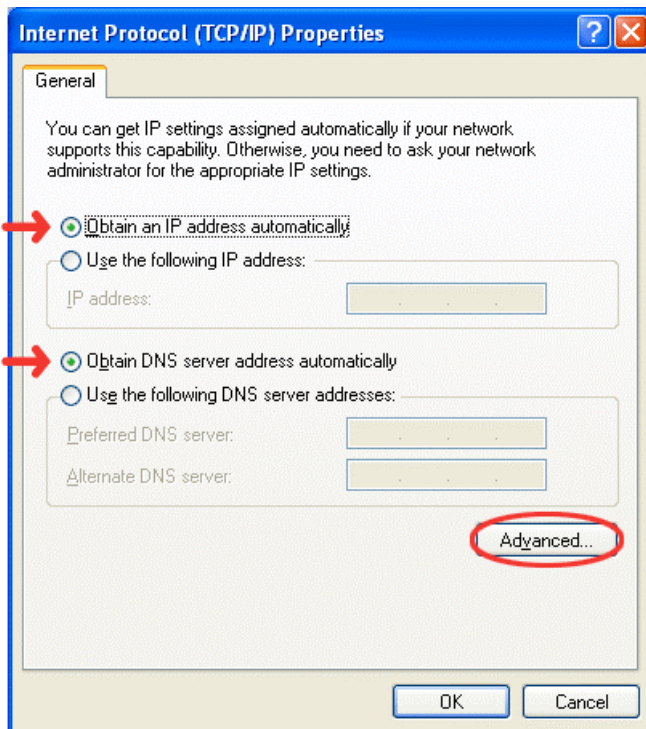
13. Select **Networking** tab



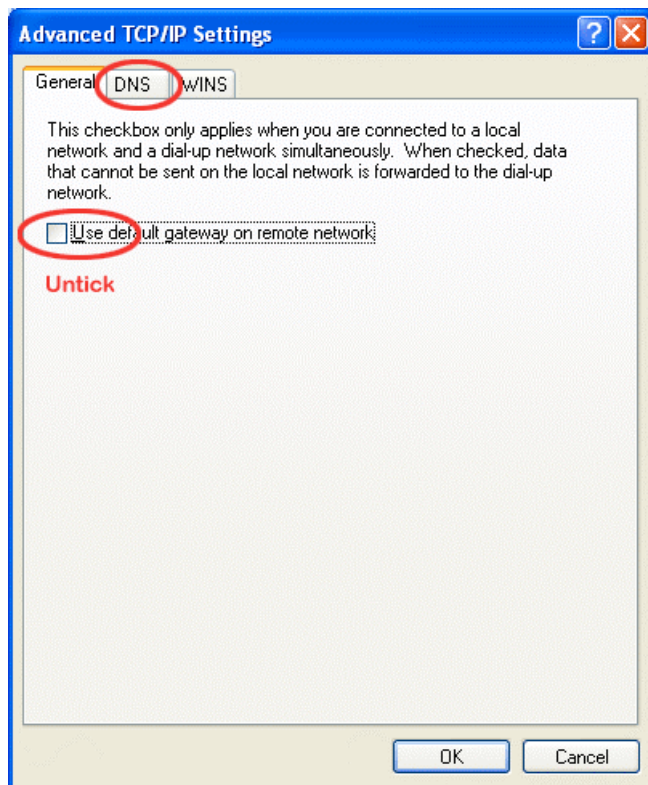
14. Select the drop-down menu under **Type of VPN** and choose **L2TP IPsec VPN**
Make sure **Internet Protocol (TCP/IP)** is highlighted and click **Properties**



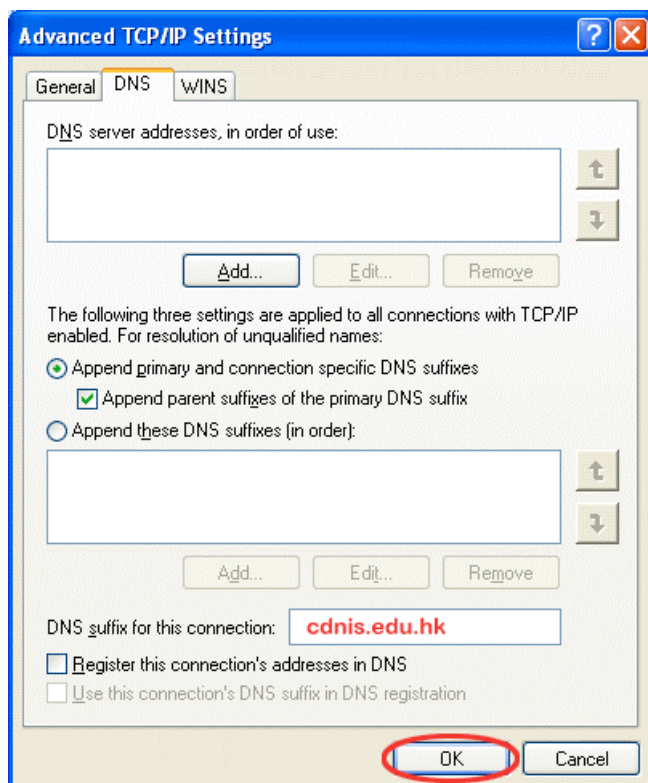
15. Select **Obtain an IP address automatically** and **Obtain DNS server address automatically** and click **Advanced**



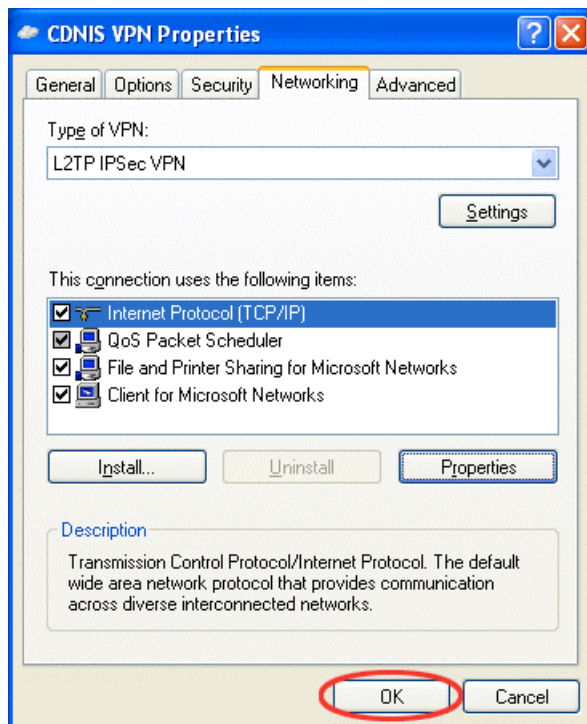
16. **Untick** “Use default gateway on remote network” and click **DNS** tab



17. For the **DNS suffix for this connection** enter **cdnis.edu.hk** and click **OK**



18. Click **OK** to save the configuration **CDNIS VPN**

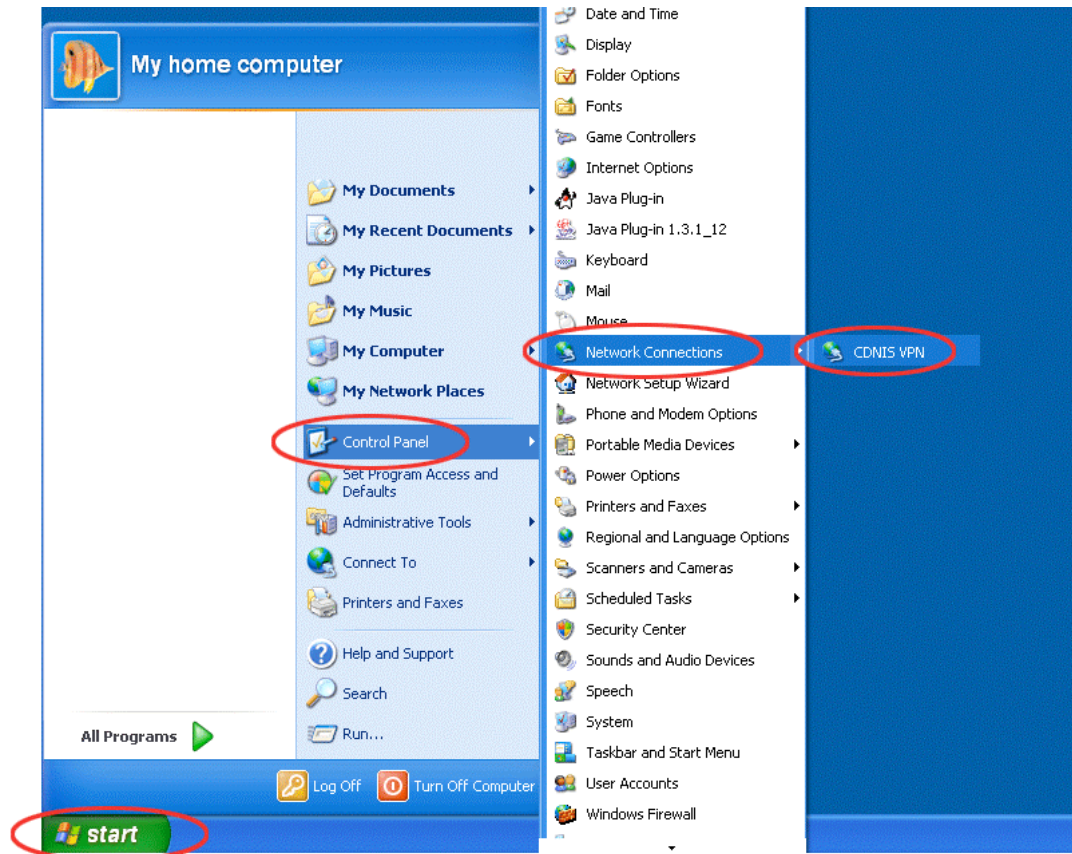


19. You are now done setting up a VPN connection to CDNIS and by default it will try to connect. Click **Cancel**



Step 3: Establish VPN connection to CDNIS

1. From the **Start** menu, select **Control Panel**, **Network Connections** and click **CDNIS VPN**



2. Enter the following details

User name	Your account name at school (e.g. johnsmith)
Password	Your password

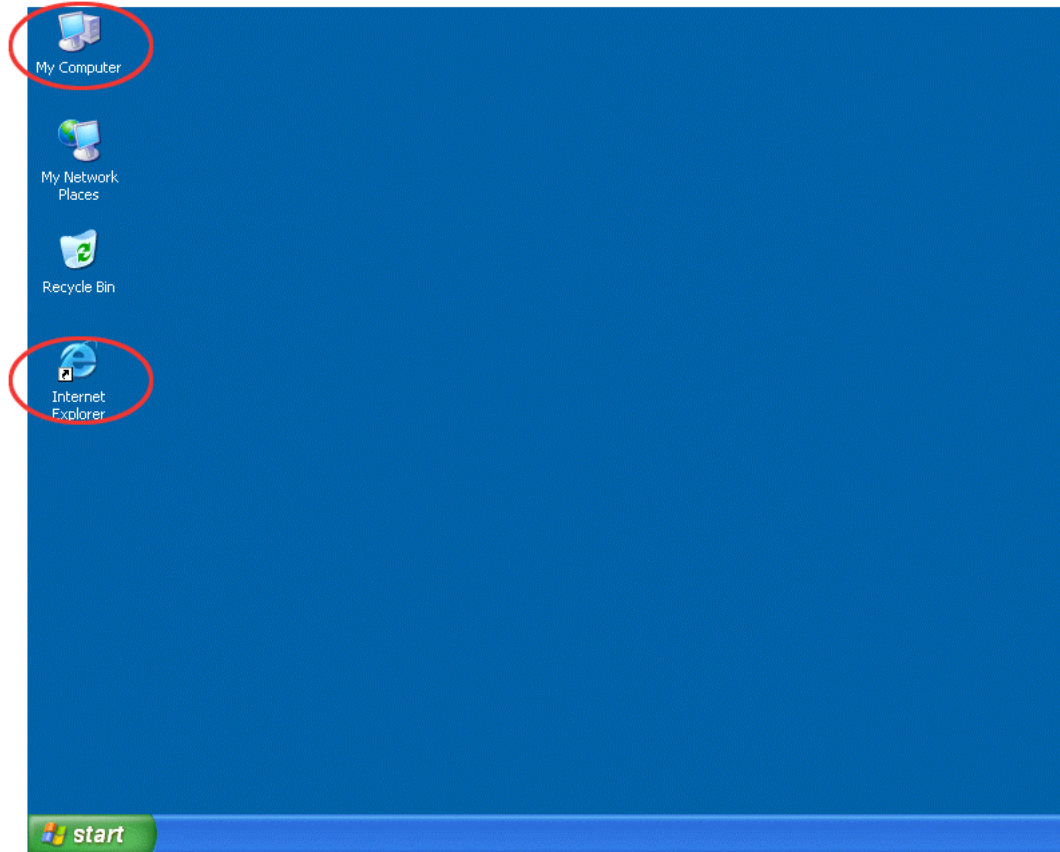
Note: Your password will display as ●●●●

Click **Connect**

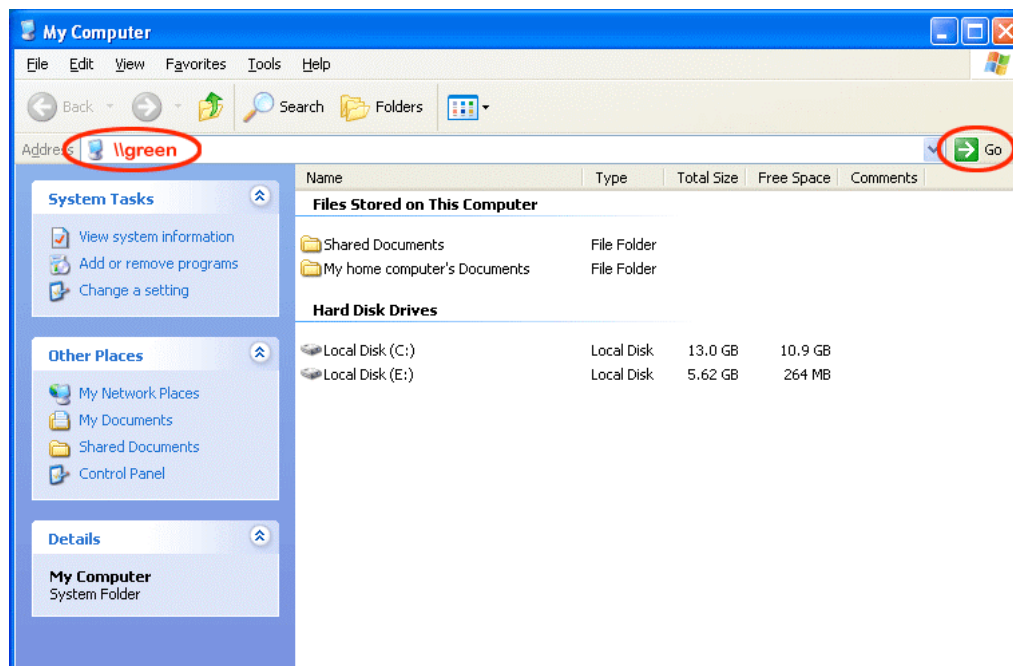


Step 4: Mount your CDNIS home directory

1. From the desktop, double-click **My Computer** or you can use **Internet Explorer**



2. In the **Address** field type in **\\green** and press **Enter** on the keyboard to load it



3. A window will pop-up for authentication. Enter the following details

User name	Your account name at school (e.g. johnsmith)
Password	Your password

Note: Your password will display as ●●●●

Click **OK**

6. Your CDNIS files are inside the folder which has your name. Double-click your name to access the files.

What is “green”? Green is the name of the server that stores your files at CDNIS.