

In order to access your documents and other campus resources while logged into your laptop off the campus network, you will need to establish a connection to the VPN. Once you have established a VPN connection, you will be able to access your My Documents, Desktop, shared folders and other campus resources as if you were located on campus.

Your initial VPN settings will have been configured by IT Services when you first received your laptop. If for any reason you find that you need to edit these settings (for instance, when your password has been changed and needs to be updated in the VPN client), please see the section **Configuring the VPN Client** below.

Connecting to the VPN

In order to connect to the VPN, Mount Mary utilizes the Palo Alto Networks GlobalProtect client. When the client is running, it can be located in the system tray (bottom right of the screen, near the clock). The icon is a globe with either a white X on red (disconnected) or shield (connected) superimposed (see figure 1 below).



Figure 1. VPN Client Icon (Disconnected)

In order to establish a connection to the VPN, right-click on the VPN icon in the system tray, and select **Connect** from the menu that appears (see figure 2 below, red arrow). After the connection is established (approx. one minute), you will see a pop-up notification bubble indicating that **Services are connected**.

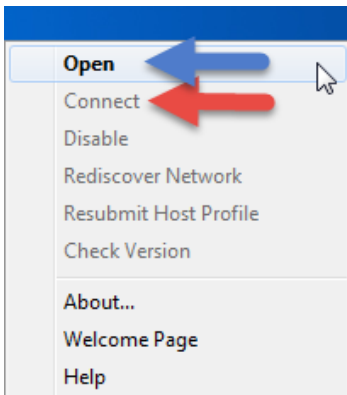


Figure 2. VPN Client Menu

When you are finished working, right-click the icon in the system tray again and select **Disconnect** from the menu (which will have replaced connect).

If at any point you need to check the status of your connection, you can right-click the icon and select **Open** from the menu (see figure 2 above, blue arrow). The **Status** tab of the client will indicate your connection status, and display any informational or error messages (see figure 3 to the right).

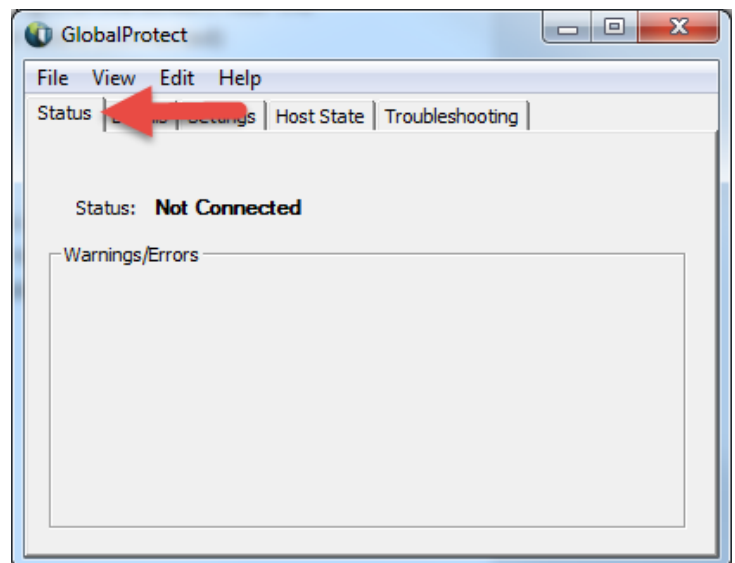


Figure 3. VPN Client Status Tab

Configuring the VPN Client

When you change your password, or otherwise need to change the VPN client configuration, you can access the necessary settings from the **Settings** tab of the VPN client. To access the settings, right click the icon in the system tray and select **Open** from the menu (see figure 2 above, blue arrow).

Once you have the **Settings** tab open in the client (see figure 4 below), you will need to enter the following information. In the **Portal** field, the address should be **vpn.mtmary.edu**. This information will likely have already been entered during your initial laptop configuration. In the **Username** and **Password** fields, you should enter your normal Mount Mary network credentials. Finally, ensure that the **Remember Me** box is checked to prevent having to re-enter credentials in the future.

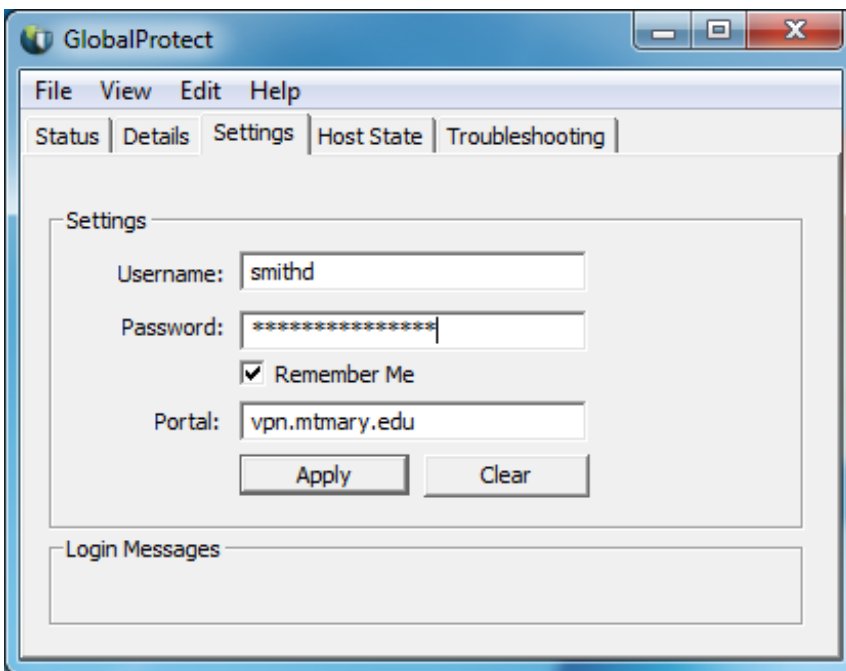


Figure 4. VPN Client Settings Tab

Click the **Apply** button to save any changes you have made. This will also attempt to connect you to the VPN. If you change these settings while on campus, the connection attempt will fail, which is normal.

If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 or mmu-helpdesk@mtmary.edu.