

Use the UD VPN to get to your H: drive (Windows XP, Vista, 7)

Note: OET cannot support off-campus connections to your OET H: drive beyond giving you instructions. If you have a University-owned laptop, you can write to oet-help@udel.edu to make an appointment to bring it to 203A Willard Hall Education Building where we will configure it.

To get connected for the first time, you need to do three things:

1. Ask OET for the path to your files. Write oet-help@udel.edu telling us your name and unit affiliation, and we'll tell you the path.
2. Obtain, install, and configure the Cisco VPN Client from the University's web page. The client can be downloaded from <http://www.udel.edu/topics/connect/VPN/>.

If you access this web page from off campus, you will need to enter your UDeI Net ID before you are able to download the VPN software which is restricted to the UD community.

To download the appropriate VPN version, you will need to know what operating system version you are using: 32 or 64 bit. To find out, click on the Windows start button (lower left of display), right click on Computer or My Computer, and choose Properties.

You may want to download the VPN installer while at work and carry it home on a portable media such as a CD or USB key.

3. To make a shortcut on your desktop pointing to the path you asked for in step 1, follow these steps:
 - a. Connect to the UD VPN using your UDeI Net ID.
 - b. Right click in an empty place on your desktop.
 - c. Select New.
 - d. Select Shortcut.
 - e. Type the path to your files. It starts with two backslashes.
 - f. Click Next.
 - g. Click Finish.

Each time you use the connection, you will do these steps in order:

1. Connect to your ISP unless it's always on. If you can reach the Web, through a browser such as Firefox, Safari, or Internet Explorer, you're connected.

2. Connect to the VPN using your UDeINet ID (the one you use for PeopleSoft or UD mail).
3. Double-click on the desktop shortcut.
 - a. You get the familiar Windows login dialog. Use your OET name and password—the ones you use to log in to your desktop computer at work. Please note that your OET name may differ from your UDeI NetID name, and your OET password contains 11 or more characters. If the log in process fails, and your name comes back to you prefaced with something else and a backslash, erase that and substitute the preface OET and a backslash. So if your login is “Jones,” you type it like this:

OET\Jones
Note: Your OET login name may be different than your UDeI NetID name.
 - b. Enter your password.
Note: This is your 11-or-more character OET password, not your 6-8 character UDeI NetID password.

Please contact oet-help@udel.edu if you have questions.