Open Windows start menu and select Control Panel
Click on **Network and Internet**
Click on **View network status and tasks**

Click on **Set up a new connection or network**
Select **Connect to a workplace** then click **Next**
The following option will show up if you already have a VPN connection.
Select **No, create a new connection** then click **Next**

Click on **Use my Internet connection (VPN)**
Enter **vpn.colgate.edu** for the Internet address and **Colgate VPN** for the Destination name.
Then click **Next**

Enter your **Colgate username and password**
Then click **Connect**

After verification of your username and password, you should be connected.
Connecting to Colgate VPN...

Verifying user name and password...

Connecting to vpn.colgate.edu using 'WAN Miniprot (33TP)'...
You are connected
To re-connect in the future, just click on the Internet connection icon on the Desktop toolbar (circled in green)

Select **Colgate VPN** then click **Connect**
Enter your **Colgate username and password**

Click **Connect**
To delete the VPN connection, go to the **Network and Sharing Center** in **Control Panel**

Click on **Change adapter settings**
Right click on **Colgate VPN** then select **Delete**

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**Disconnecting and Re-Connecting to your Colgate VPN**

Once you are done, you may disconnect from the VPN by clicking on the Colgate VPN connection in your system tray in the bottom right corner of the desktop and clicking disconnect. If you wish to reconnect at a later time, you may do so from either the shortcut on the desktop or finding the connection in the start menu.

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**Connecting to an On-Campus Resource**

**NOTE:** If you want to connect to a network drive – please connect to the VPN first using the steps stated above. Next, right click on My Computer on the desktop and select ‘Map Network Drive’. In the window that appears enter your network drive’s address which should look something like `\xxxx`. For student’s netstore drives, the address is `\netstore1\student6<username>` . If you wish to connect to a specific departments server, please contact the respective department for the server address.