

Dial-in Setup Guide for Windows 2000 Professional

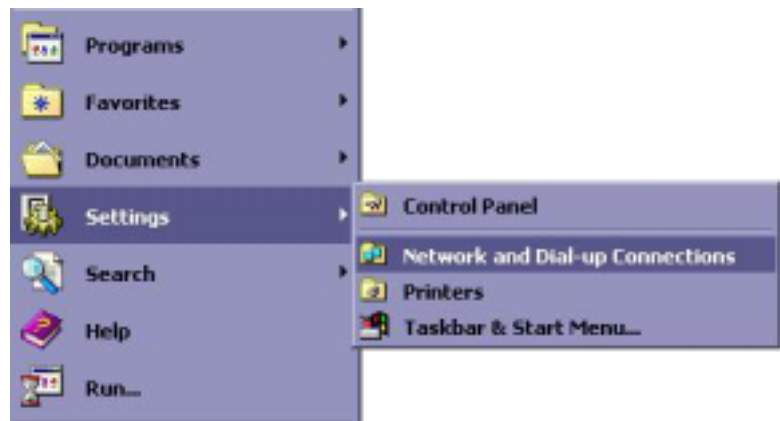
This document will lead you through setting up a dial-up connection to the internet. Have your Windows 2000 installation CD handy. You may need it. Make sure your computer is on and running Windows 2000 and follow the steps below carefully. It does not take a great deal of expertise to complete this process. You will find that this document has numerous visual aids captured directly from Windows 2000 but please keep in mind that no two computers are setup exactly alike. If your windows and dialogue boxes don't look exactly like the ones you'll see here, don't panic. You should still be able to find the appropriate icons and links. This process is based on the "Wizard" approach, which should make it relatively painless for users of any skill level. And finally, if all else fails consult the help that is available within Windows and the helpdesk number is 689-1444.

The first thing you should know is the number that will be dialed to connect you to MHC's internet gateway: **689-6500**. This will be repeated later in the guide. And, at any point during this process if you need to go back and change something, **click the "Back" button**.

Step 1: How to launch the Network Connection Wizard

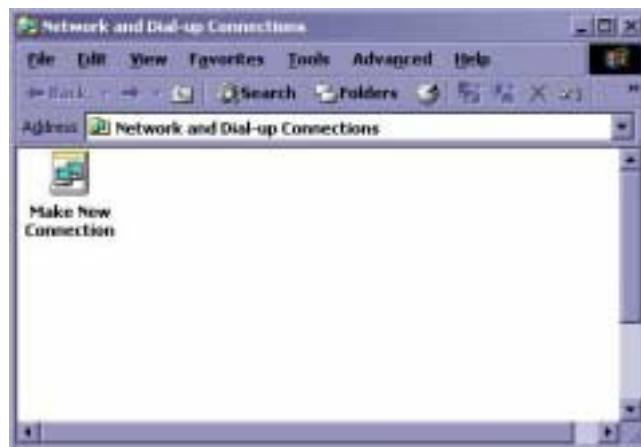
Click the  button, usually in the lower left of your desktop.

Then go to **Settings** and then over to **Network and Dial-up Connections** and click on it.



Step 1a:

When the Network and Dial-up Connections window opens, **Double click on the Make New Connection icon**.



The next window will be the beginning of the Network Connection Wizard.

Step 2: The Network Connection Wizard

Simply follow the prompts through the wizard. **Click Next** when you see this window.



Step 2a:

As in the example at left, **click the radio button next to Dial-up to the Internet.**

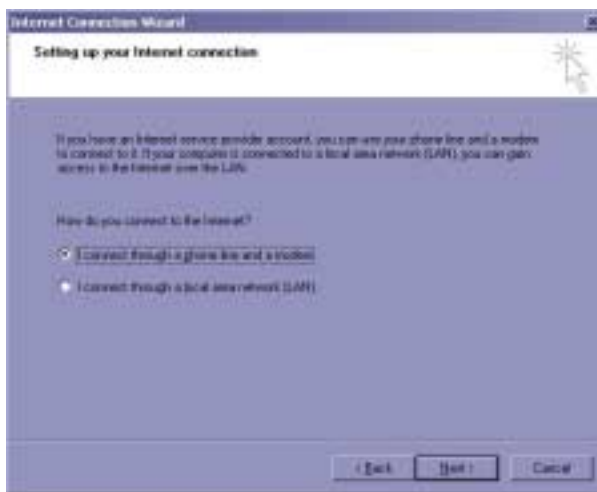
← ← Then **click Next.**

Step 3: The Internet Connection Wizard

The next window to appear will begin the Internet Connection Wizard. **Select the third option, I want to set up my Internet connection manually...**



Then **click Next.**



Step 3a:

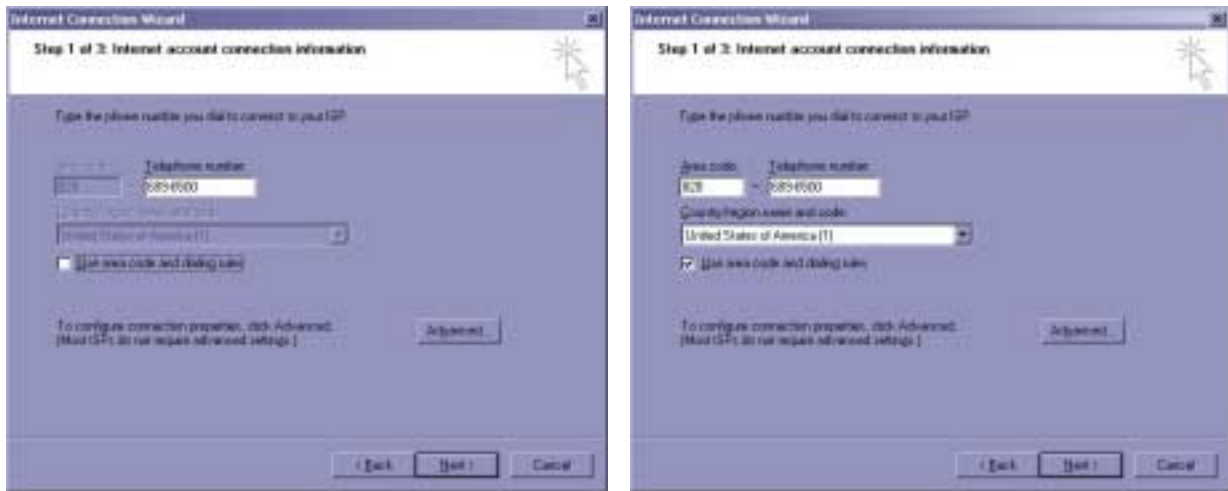
Next you will choose the connection type. In this instance you will need to **select "I connect through a phone line and a modem."**

← ← Then **click Next.**

Step 3b:

The next window allows you to enter the telephone number your computer should dial to connect. In addition to the phone number, you can select whether your computer should dial the area code or not. If you live in an area that can call Mars Hill (the 689 prefix) locally then **click on the Use area code and dialing rules box to clear the check mark. Enter 689-6500 in the box labeled Telephone number.** If, however, Mars Hill is a long distance call for you, **leave the check mark in the Use area code... box and enter 828 in the box labeled Area code preceding the telephone number. Then enter 689-6500 in the next box, labeled Telephone Number.**

Important: If Mars Hill is a long distance call, your telephone company will impose extra toll charges per minute. Check with your telephone carrier for expanded local calling plans to avoid excessive long distance bills.



When finished entering the telephone number, **click Next.**

Step 3c:

The next window has an area for you to enter your **username** and your **password**. This is the username that was assigned to you by ITS. For faculty and staff it will be your first initial and your last name (and in some cases your middle initial may also be included.) For students it will be your first, middle and last initial followed by 2 digits that could be from 01 – 99. The password field should contain your network password that was assigned to you by ITS unless you have since changed it. ITS highly recommends changing your network password often for better security. Your network password is also your email password and they are always synchronized. The password field can be left blank if you wish to be prompted for your password each time you dial in to the network.



After completing this window, **click Next.**

Step 3d:

Now let's give this dial-in connection a unique name to identify it. You can use anything you want in this box but we recommend **entering MHC Dial-in** or if you have a mobile computer and wish to have two separate dial-in connections for local and long distance, simply go through this whole procedure twice. When you get to this step, remember to use two different names that will identify which is local and which is for long distance connections.



After entering the name for the connection, **click Next**.



Step 3e:

We're almost done, hang in there! This is the part where you get to decide whether to set up an email account in Outlook Express. If you select the "yes" option shown below, right, you're on your own. We don't support Outlook Express but if you want to use it, you can. This guide will proceed on the assumption that you will **click No** the question "Do you want to set up an internet mail account now?"



If you click "Yes" here, you will launch the Outlook Express email setup wizard, which is not covered in this guide.



After choosing, **Click Next** to continue.



Note: To access your Mars Hill College email through the web, navigate to <http://mail.mhc.edu>. This is available world-wide on any computer with a browser and an internet connection.

Step 3f:

Finally, the wizard is complete. On this last window, you can choose to connect immediately to the internet or simply close the wizard.



Step 4: Disconnecting from Dial-in

To disconnect from Dial-in, **right-click on the icon to the right** in the system tray (bottom right, next to the clock) and **select Disconnect**.



Step 5 (optional): Creating a desktop shortcut

If you would like to create a dial-in shortcut on your desktop, simply go back to the Network and Dial-up Connections window (pictured on page 1 in step 1a of this guide) and drag the **MCH Dial-in** icon to the desktop. That will create your desktop shortcut.

