


Dial-in Setup Guide for Windows XP

This document will lead you through setting up a dial-up connection to the internet. Have your Windows XP installation CD handy. You may need it. Make sure your computer is on and running Windows XP 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 XP 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**.

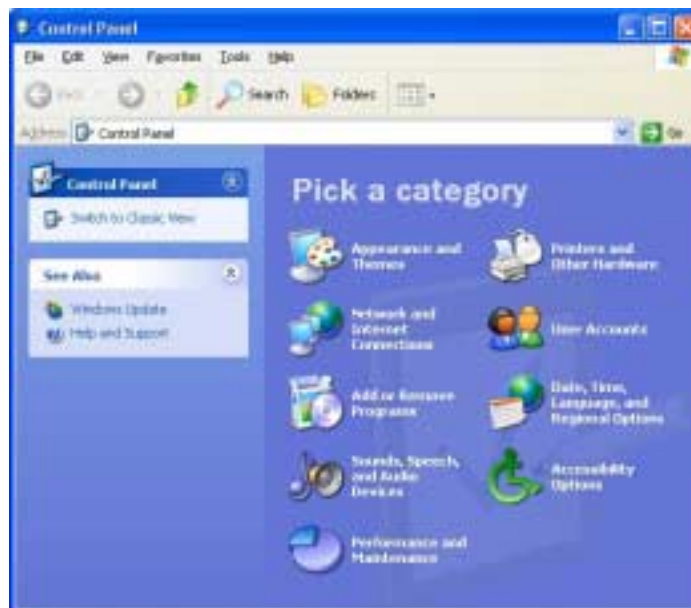
Step 1: Launching the New Connection Wizard

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

Then go to **Control Panel** and click on it.



Step 1a:
When the Control Panel window opens, click on **Network and Internet Connections**



Step 1b:

This is the Network and Internet Connection window. Here you need to click on the **Network Connections** icon.



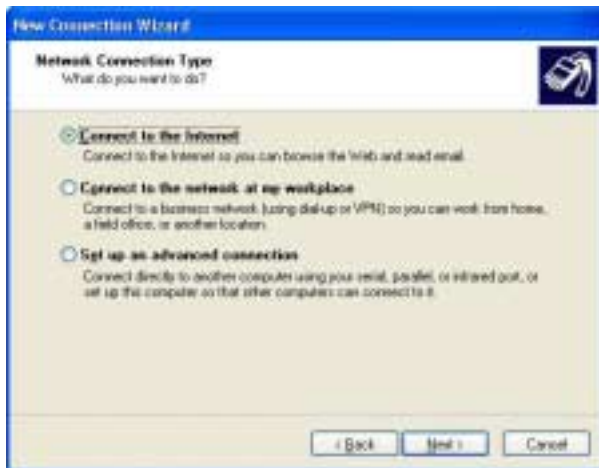
Step 1c:

In the Network Connections Window, navigate to the left pane entitled “Network Tasks” and click on **Create a new connection**.



Step 2: The New Connection Wizard

The next window to appear will begin the New Connection Wizard. Just click **next** on this window.



Step 3: Select type of Connection

Next you will choose the connection type. In this instance you will need **Connect to the Internet**, which is the first option.

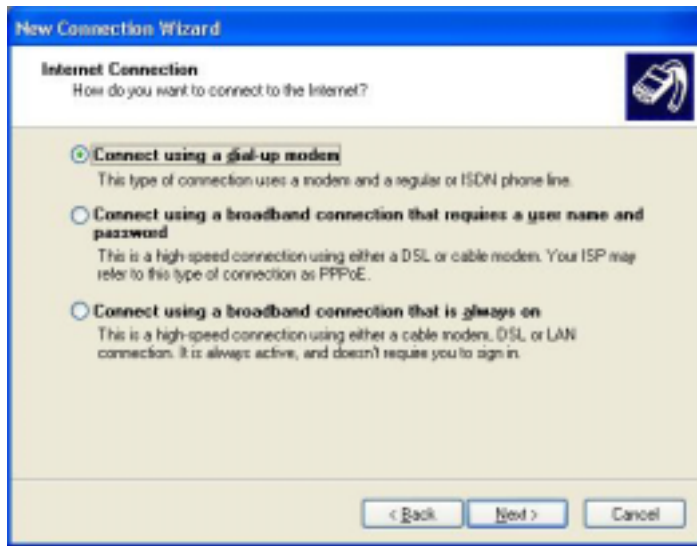
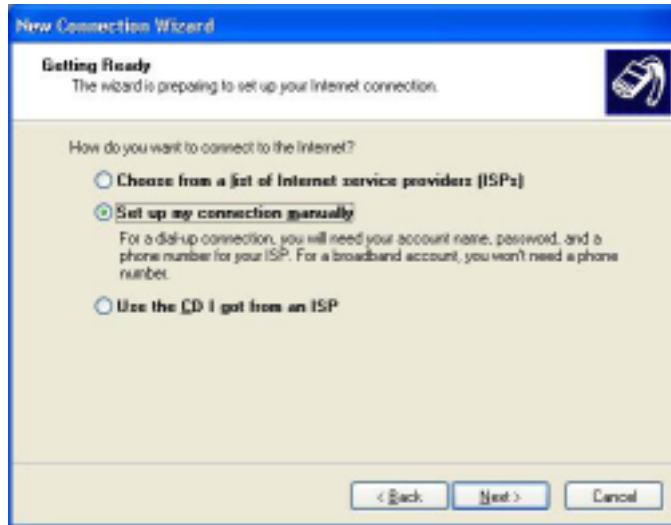
← ← Then **click Next**.

Step 4: Select type of Wizard

Next you need to click on **Set up my connection manually**, as shown in the example at right.



Then click **Next**.



Step 5: Connection Device

In this window, click on the first option which is **Connect using a dial-up modem**.



Then click **Next**.

Step 6: Connection Name

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**.

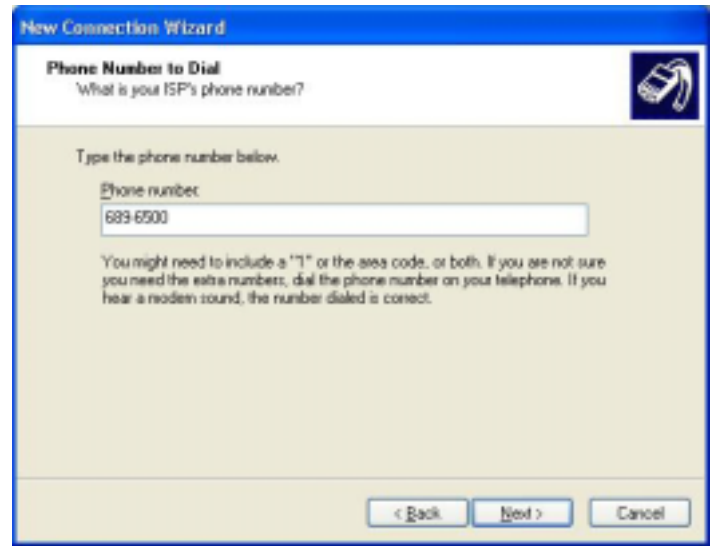


Step 7: Phone Number to Dial

The next window allows you to enter the telephone number your computer should dial to connect. If you live in an area that can call Mars Hill (the 689 prefix) locally then enter **689-6500**. If, however, Mars Hill is a long distance call for you, be sure to include the "1" and the area code making the number you should dial, **1-828-689-6500**.



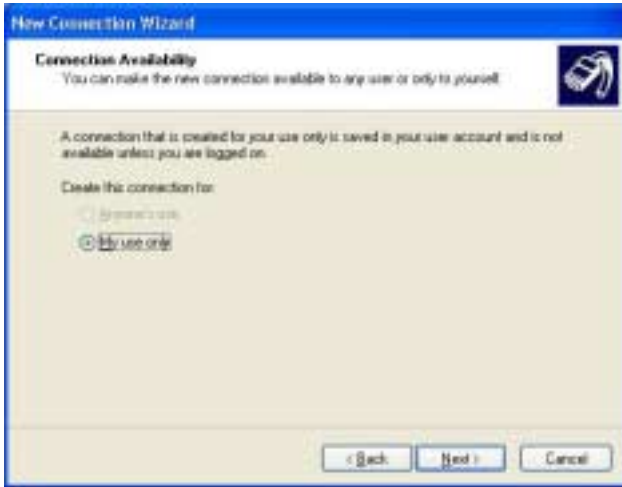
After entering the appropriate telephone number, **click Next**.



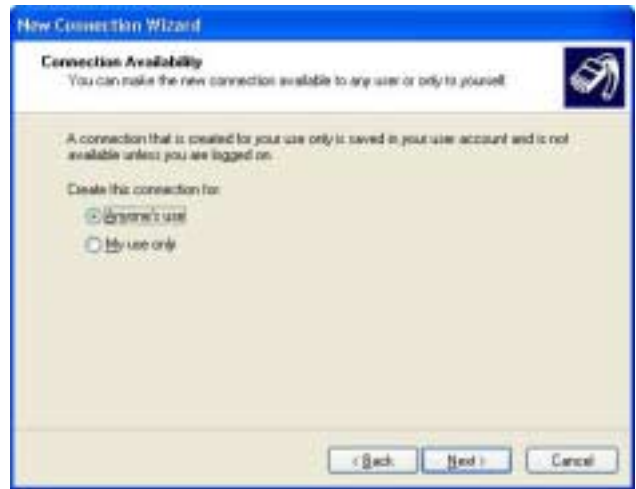
Important: If Mars Hill is a long distance call, your telephone company will impose extra toll charges per minute. Check with your telephone carrier for expanded local calling plans to avoid excessive long distance bills

Step 8: Connection Availability

In the next window, select whether only your login is allowed to use this connection or if anyone logged in can use it. You may not be able to change this option at this time but you will be able to later. Below are two examples of the same window.



You may see the window pictured left or the one pictured below.



After choosing the option that best suits you, click **Next**.

Step 9: Account Information

The next window has an area for you to enter your **username** and your **password** (twice.) 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.

You may see the window appear as it does here. Enter your **username** then your **password** then your **password** a second time for confirmation.

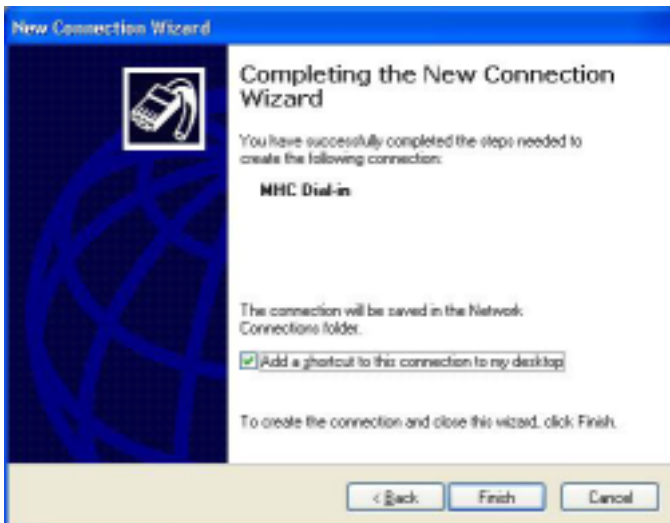


OR

You may see the window appear as it does here. In addition to your username and password, you have options to allow this connection to be used no matter who is logged in to the computer, make this connection the default internet connection, and enable the built-in firewall protection. For more information on each of these options, right-click on them and select “What’s This?”



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



Step 10: Completing the Wizard

Finally, the wizard is complete. On this last window, you can choose to create a desktop shortcut for this new connection or simply close the wizard.



More information on this step can be found on the following page.



You may also notice that in some instances you will be given more information about your new connection. This will depend on the options you were given on the Internet Account Information window. In this example, we have chosen not to create a shortcut to this connection on the desktop. This is entirely optional.



After reviewing this information, click **Finish**.

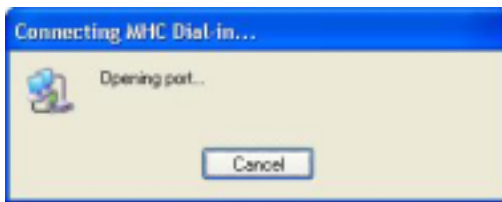
Step 11: Connecting

Once the New Connection Wizard is complete, you'll be presented with the window that allows you to make a connection to the internet. If you wish to connect immediately, verify that your account information and the telephone number are correct and then click **Dial**. If you would rather wait until another time to connect, click **Cancel**.

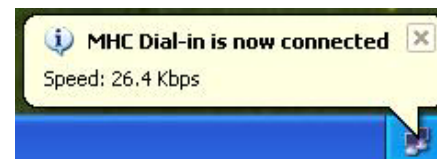
Note: The connection window on your computer may differ slightly from this picture.



Each time that you connect to the internet you'll see this window. After you click on **Dial**, you'll see the dialogue boxes below, in succession from left to right.

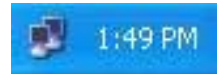


After a successful connection is made, you'll see the tooltip balloon pictured right in the system notification area next to the clock. It will fade away after a few seconds and leave the "connected" icon there until you are no longer connected. See the next section for disconnecting instructions.



Step 12: Disconnecting from Dial-in

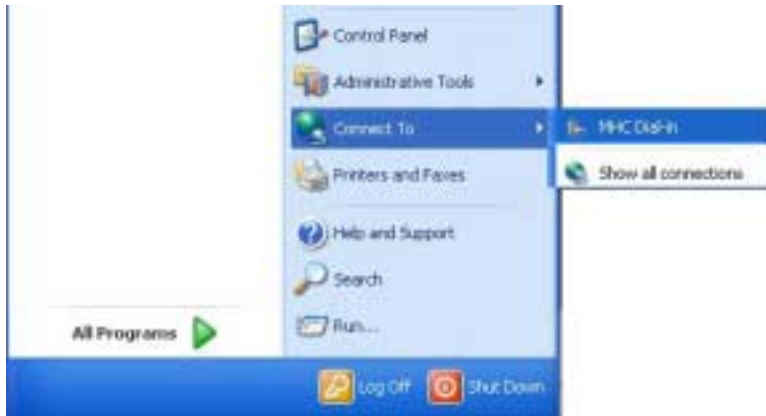
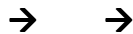
To disconnect from Dial-in, **right-click on the icon** (shown right) in the system notification area (bottom right, next to the clock) and **click Disconnect**.



There may be a delay of a few seconds before the computer disconnects and the “connectoid,” as it’s sometimes called, disappears.

General information:

Your Start Menu may change slightly after creating a new connection. You’ll probably see a new menu item called **Connect To** as seen here.



And there should be a sub-menu item called **MHC Dial-in** which you can use to connect manually should the Connect window not launch automatically when you launch your browser.

If you chose to create a desktop shortcut at the end of the New Connection Wizard, it should appear like this (only smaller) somewhere on your desktop.



And finally, if you open your Network Connections window (shown on page 1, step 1c) you should see an icon there that looks very much like this.



You can also click on this icon to launch the Connect window.

