Faculty and Staff Instructions for connecting to the
Hood College VPN
to access your files on Blazer and/or your on-campus computer

Note: These instructions were written for Windows 7 Professional. Some screens may be different if you are running a different version of Windows 7. Also, please note that these instructions assume that you have an active connection to the internet. If at any point during setup you are asked to whether you want to dial a connection to the Internet before connecting via the VPN connection, please select “No” or disable the option.

Quick steps for connecting via VPN
1. Connect to the Hood VPN by clicking on the connection you created from directions in Step 1.
2. Connect to your files on Blazer by mapping a drive and/or connect to your on-campus computer using Remote Desktop (see Step 2 for help).
3. Disconnect in the reverse order.
   a. Close your remote desktop session (disconnect or logoff)
   b. Disconnect from the Hood VPN

Step 1: Setting up a VPN connection to Hood College

1.A. Open the Control Panel by clicking on Start (round orb at bottom left), then Control Panel.
1.B. Select Network and Internet, and then click on Network and Sharing Center.
1.C. Select Set up a new connection or network.
1.D. Another window will open asking to ‘Choose a connection Option’. Select **Connect to a workplace** and click on next.

1.E. Next, select **Use my Internet connection (VPN)**.
1.F. You will now be asked to enter the **Internet Address (144.175.3.21)** and **Destination Name (Hood VPN)**. Click on next.

![Image of Internet Address and Destination Name]

1.G. The next screen is where you enter your Hood login information. In the **User name box**, enter: `hood\<username>`, and the **password box** should have the same password you use for webmail, blackboard, and campus computers.

![Image of Enter User Name and Password]

1.H. Click on **Create** at bottom left of screen to finish the VPN setup.
Step 2: Using Remote Desktop

2.A. Click on Start and open Remote Desktop Connection from your list of programs (may find it under the Accessories folder).

2.B. Enter the IP number of your Hood office computer. As noted, the first two sets of numbers will always be 144.175. The last two numbers will be specific to your office computer.

2.C. You will now be connected to your office desktop where you may have to log in again with your username and password.