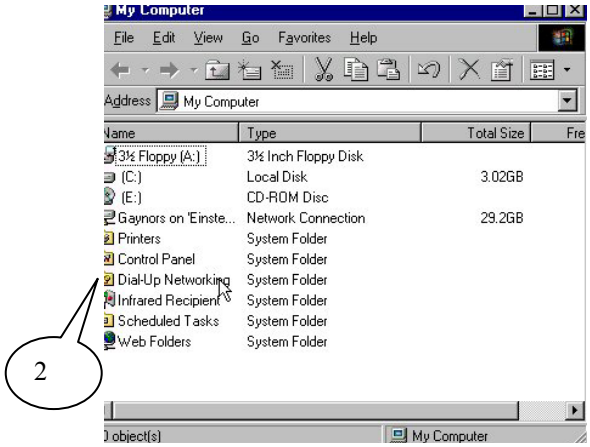
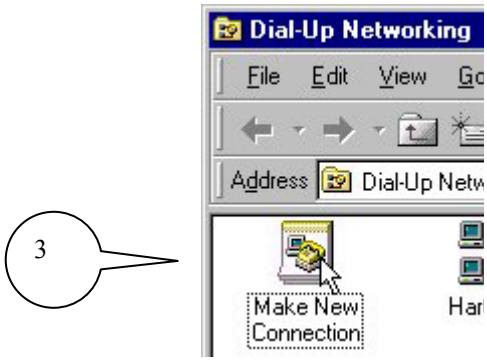
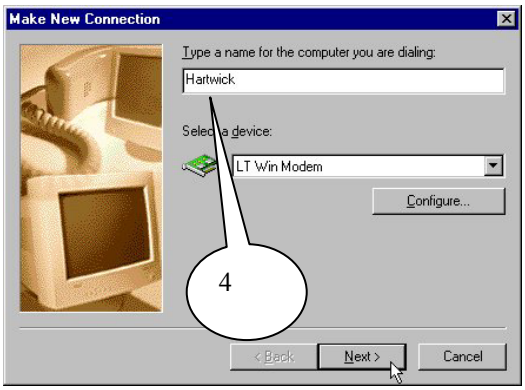
Setting Your Windows 98 Computer To Dial Up The Hartwick Network

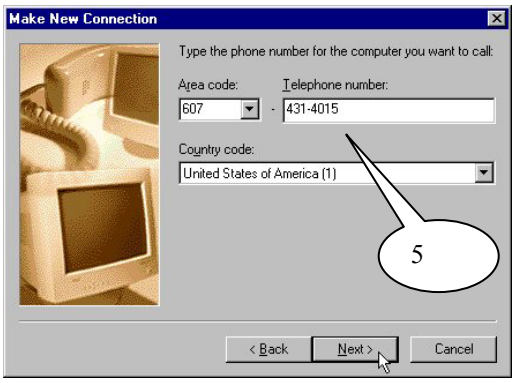
1. On your desktop, locate and double click on the “My Computer” icon.
2. Double click on “Dial-Up Networking”
3. In the next window, double click the icon for “make a new connection”. This will launch a wizard.



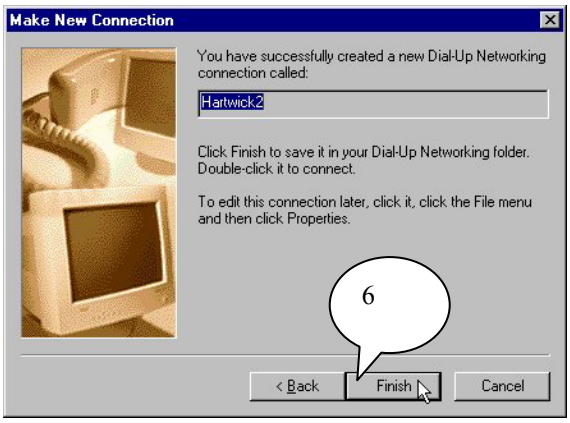


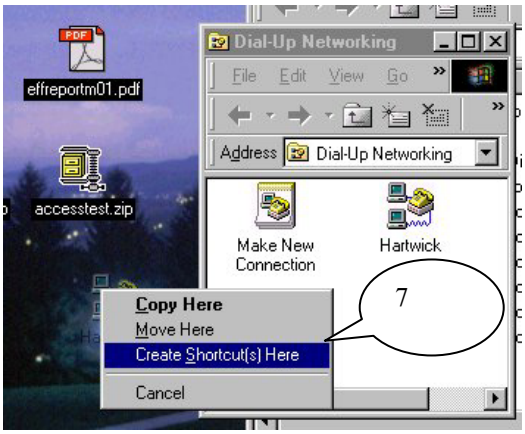
4. In the top window, enter a name for the new connection. You can call the connection whatever you want, but something like “Hartwick” is helpful. The modem type should be filled in by default. Click next.
5. The next step of the wizard will ask you for phone number information. The number to dial at Hartwick is 431-4015. The screen should look something like the one below. Then click next.





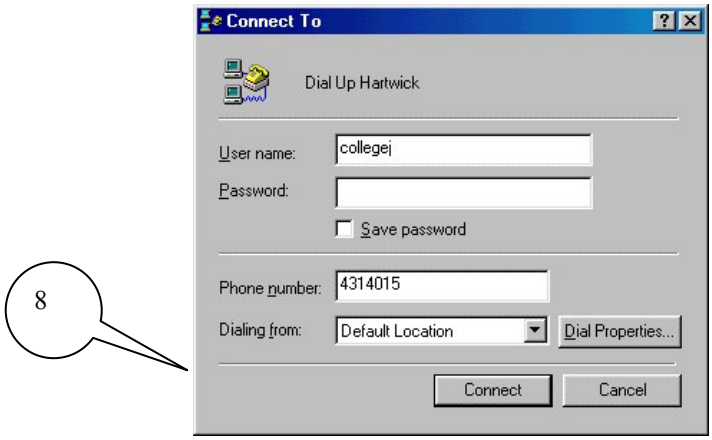
6. The last step of the wizard will confirm your new connection. Click finish.
7. This will take you back to the dial-up networking window, and you will see your new icon there. If you would like to create a shortcut, use your <u>right</u> mouse button to drag the icon out to the desktop. Drop it out there. Then select “create shortcut here” from the menu that appears.





Using Your Hartwick Dial-Up

8. When you want to dial up, double click on your new shortcut. It will open a dial up window, which will ask you for your Hartwick username, and password. Your username and password will be provided by Hartwick College. The phone number will already be filled in. Once those are entered, click connect.

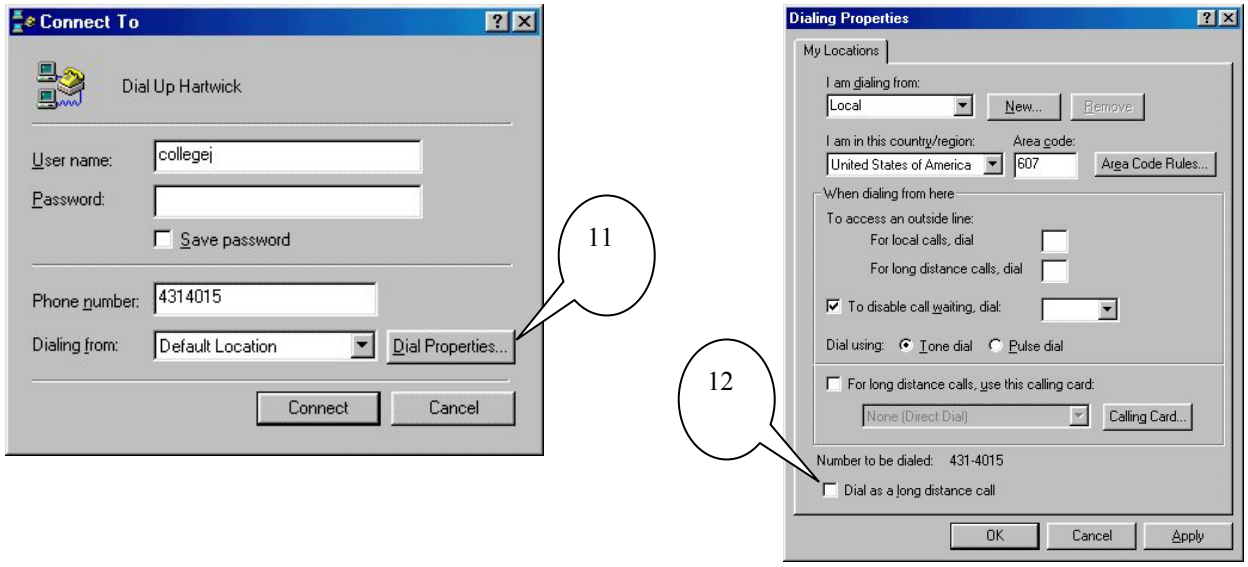


9. You will hear the modem dialing and eventually should get a screen that says you are connected. While connected you will be able to observe an icon of two connected, green computers in the lower right corner of your screen. Once you are connected, you will have access to the internet as well as some other Hartwick resources.

10. To disconnect, double click on the dial-up Hartwick network icon, and select "disconnect".

What if Hartwick is a Long Distance Call?

You may have noticed in the window above, that the number to call does not include the area code. The default assumes that the call is local. **If you set this window to call Hartwick from a long distance location, it will do so, but remember that these phone charges will show up on your long-distance phone bill!** It may be more cost effective to get your own internet service provider and use web-mail to check your Hartwick e-mail account. (see instructions for Web Outlook Access).

Setting the dial-up to call long distance

11. Click on the dial properties button.
12. In the Dialing Properties window, check the box for "dial as a long distance call", and click OK.