

Configuring Dial-Up Connections

1. Click **Start**, click **Control Panel**, and then click **Network and Internet Connections**.
2. Click **Create a connection to the network at your office**.
3. In the **Location Information** dialog box, enter the appropriate information. Click **OK**, and then click **OK**

to close the

Phone and Modem Options

dialog box and start the New Connection wizard.

4. In the New Connection Wizard, click **Dial-up connection**, and then click **Next**.
5. Type a name for the network to which you are connecting (such as "My Office Network"), and then click **Next**.
6. Type the phone number for the network to which you are connecting, including, if necessary, the area code and "1" prefix.
7. Specify whether you want this connection to be available for anyone's use, meaning for any user on this computer, or for your use only, meaning only for the user who is now logged on.
8. Specify whether you want a shortcut to the connection on your desktop.
9. Click **Finish**

Using Dial-Up Connections

1. Click **Start**, click **Connect To**, and then click the connection that you want to use.
2. In the **User Name** box, type your user name.
3. In the **Password** box, type your password.
4. Choose one of the following options:
 - To save the user name and password so that you will not have to type them in the future, select the **Save this user name and password for the following users** check box.
 - If you want only the current user to have access to the saved user name and password, select the **Me only** check box.
 - If you want all users to have access to the user name and password, select the **Anyone who uses this computer** check box.
- Click **Dial**.

