



Dial Into Towson University

From Off Campus

Internet Access Through Dial-up

Towson University offers students, faculty and staff the opportunity to get Internet access from home by configuring the dial-up service. All you need is a computer with a modem and a phone line dial up connection.

 Note: This service is limited to US calls only!

 You must use your TowsonU (faculty/staff) or Tiger (student) username and password to connect to the system. These are instructions for Windows 2000 but will be similar in Windows XP

Initial Setup

1. From the desktop *Right-Click* on **My Network Places** and go to **Properties**. This will bring you to the **Network and Dial-up Connections Window**. You can also access this window by going to the **Start** menu and choosing **Settings/ Control Panel** and then clicking on the **Network and Dial Up Connections** icon.
2. Double Click on **Make New Connection**. This will bring up a Wizard.
3. Choose **Next**.
4. Make sure the Dial-up to private network choice is selected.
5. Choose **Next**.
6. You need to fill in a phone number. There are three types of connection phone numbers: **IT IS IMPORTANT TO NOT USE SPACES OR DASHES WHEN PUTTING IN THE PHONE NUMBER!**
 - If you are a student off campus put **4104948588** into the Phone number space
 - If your are Faculty/Staff off campus put **4104941648** into the Phone number space.
 - If you are a Faculty Staff member and you are traveling out of state and need to use the service you can put in **18004820346**. **(If the place you are dialing out from requires a 9 to get an outside line then you will need to add a 9 in front of this number)**

 Note that access to this long distance line is limited to one hour per day of use per person.

7. Choose **Next**.
8. Choose **For all users** in the **Connection Availability** screen.
9. Choose **Next**.
10. Type in Towson University for the Connection Name.
11. Check the **Add a shortcut to my desktop** checkbox for easy access.
12. Choose **Finish**.

Summary

Dial Up Connection

1. Internet Access
2. Initial Setup
3. Connecting
4. Different Levels of Access to TowsonU
5. Disconnecting

Connecting

Once you have made your initial setup all you have to do to connect is:

- Double-click on the Towson University Icon that you just made on your desktop.
- Fill in your Towson Username and Password
- **DO NOT CHECK SAVE PASSWORD** because you have to remember to go back into your settings every time your password changes.
- Click on Dial (you will hear the phone dial up tones)



Now You're Connected

Once your modem connects you will see an icon in the system tray on the bottom of your desktop screen. What can you do from here:

- Connect to the internet using your browsing software (Netscape, or Explorer)
- Go to the **http://outlook.towson.edu** to log in and check your e-mail if you are a faculty or staff member
- Go to **http://webmail.towson.edu** to check your email if you are a student

Different Levels of Access to Towson U

After you are connected you are able to browse the internet and use Towson Web features such as Outlook web access and <http://inside.towson.edu>. If you need more access to the Towson U domain you can use the Citrix or VPN (Virtual Private Network) services that Towson University provides.

Citrix

Citrix Access will allow you to connect to Towson's Citrix server and use software found on that server. You can also access your mapped network drives like H and O. There are two ways to connect to Citrix but the first way, the Citrix Web Portal is the easiest and the preferred way.

1. [Click here for Citrix Web Portal Directions](#)
2. [Click here for Citrix ICA Client Directions](#)

VPN

Virtual Private Network Access allows you to connect to the Towson U domain and map to network drives. It is the same level of access as if you are connected directly into the Towson U Network.

1. [Click here for VPN Directions](#)

Disconnecting

When you are done you can right-click on the icon in your system tray on the bottom of your desktop screen and choose **Disconnect**.