Columbia Law School

Configuration Manual

For

Columbia Law School SSL VPN

Windows 10

Information Technology

Introduction

What is VPN?

Virtual Private Networks, or VPNs, are designed to allow a computer (most commonly, laptops) outside of a given network to behave as if it were physically located within the network. The main advantage of a VPN is that the remote computer can access network resources, such as printers and shared drives, in real-time and in a manner similar to being in the office.

For Columbia Law School clients, this means that you can now access your files, directly, allowing you to make modifications to files in real-time. The advantage of a VPN over existing FTP and web-based file transfer methods (where files must be downloaded, modified, and then uploaded back to the server) is clear. In addition, you may send jobs to print to the office network printers from wherever you can connect to the Law School VPN.

Important note: Before you go through the steps below, make sure that TCP ports 4433 (SSLVPN) are allowed to pass through any software/hardware firewalls and/or ISPs that you are connecting through, especially if your machine is behind any "NAT-ing" devices/networks. If you are using a router at home to split your DSL or Cable connection, please double-check your settings to assure that VPN traffic will flow unhindered. Please refer to the section at the end of this document, entitled "**Columbia Law School VPN and Routers,**" for more information. In addition to the port configuration above, if you get an "Error: 721" is it likely due to an issue with GRE traffic, and your router will need to be configured to pass this traffic. For more information see, http://support.microsoft.com/kb/888201/en-us

Connecting from outside the Law School Network (VPN)

IMPORTANT: This section is optional and may not function properly outside of the confines of 10 Professional or Ultimate. You might experience difficulties reconnecting to the shared resources while using other versions of Windows 10. Also, VPN will not work when connecting to the "Columbia Law Guest" network. You may verify this functionality by using a network outside of any Law School buildings, or by using the Columbia University – Law registered network.

Setting up a Virtual Private Network (VPN)

Why VPN? If you would like to access the G/H drives remotely, you must use VPN to ensure a secure connection to the CLS network. While it's not required to complete this section, it's necessary to use VPN to access G/H drives and printers when outside of the CLS Network.

1. *To begin, you must download the SonicWall NetExtender Client from the Columbia Law School Information Technology website by visiting the following URL:*

   http://www.law.columbia.edu/information-technology/faculty-staff/how-do-i-access-law-school-network-remotely

Note There are a few versions of the software. Please ensure you are downloading the version that corresponds with your specific Operating System.

2. *After the software is downloaded to your device, please locate and open the installer file.*

3. *When the software opens, you should see a window that says "Welcome to the Dell SonicWALL NetExtender Setup Wizard." To proceed, click "**Next.**"*
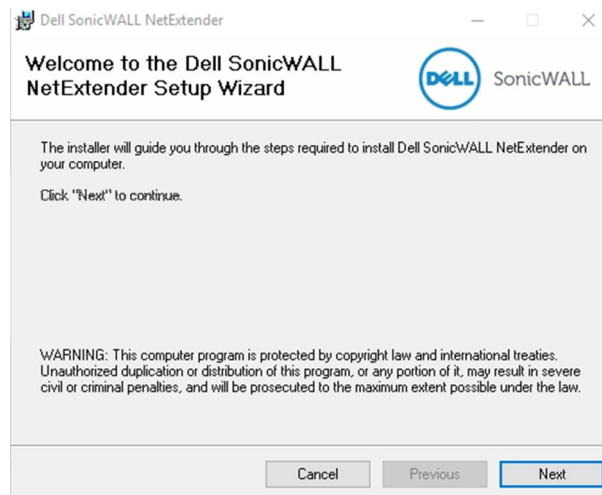
4. *The next window will contain the license agreement for using this software. If you agree to the terms of use, please click the small radio button next to "**I agree**" and then click "**Next**"*
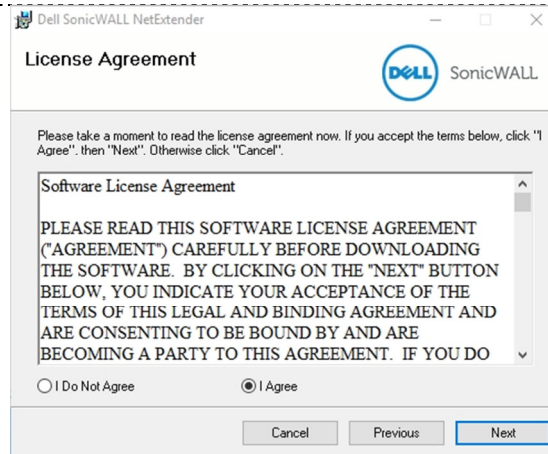
5. *The following window will ask you what folder should be designated as the Installation Folder. You can click "Next" to proceed.*
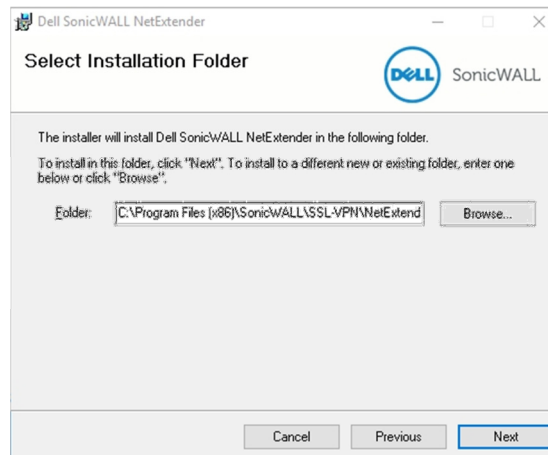
6. *In the next window, you are given the option to create shortcuts on the Desktop and the Start Menu. Please ensure that at least the Start Menu is checked (if not both), and then click "Next."*
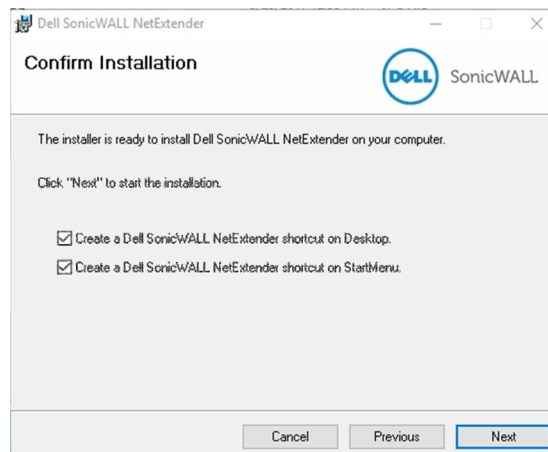
7. *You may be prompted by the Windows User Account Control (UAC) to install the software. Please click "Yes" to install.*
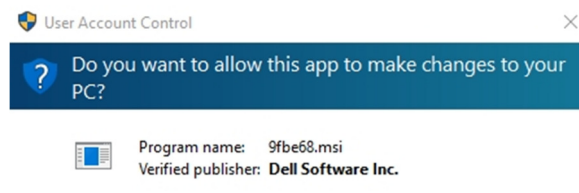
8. *The software should now begin the installation process, and you will see a window with a green progress bar.*

9. *You may be prompted once again to install the software. This time, by Windows Security. If the window appears, click on* **"Install."**

10. *Once the installation finishes, you will see "Installation Complete." Please click* **"Close"** *to launch the SonicWALL Net Extender software.*

11. *You will now be able to log into SonicWALL Net Extender. To do so, you must enter the following URL into the server field:*

    sslvpn.law.columbia.edu:4433

    Also, you will need to put your actual Lawnet username/password combination in their respective fields. Finally, "LAW" should be entered into the Domain field. Once this is done, click "Connect."
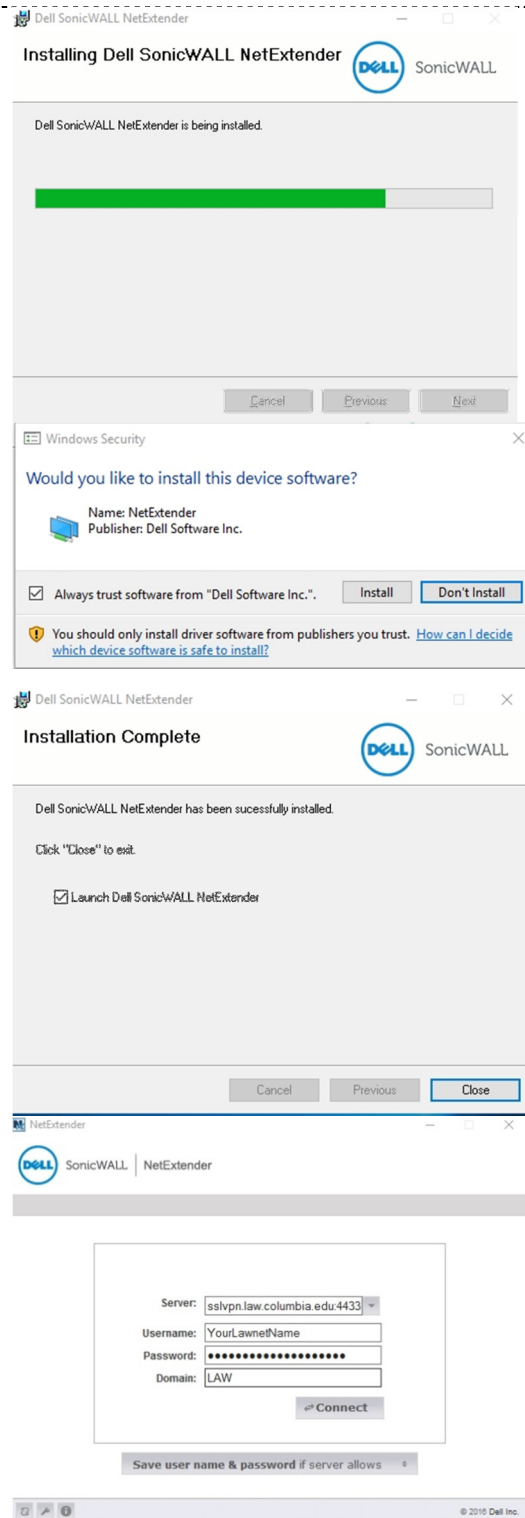
12. *At this point, you will see a brief "Connecting" window.*
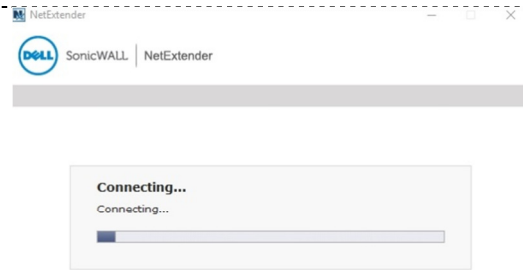
13. *Finally, when you see the server information, as well as the timer on the right-side of the screen, you have successfully connected to the CLS SSLVPN.*
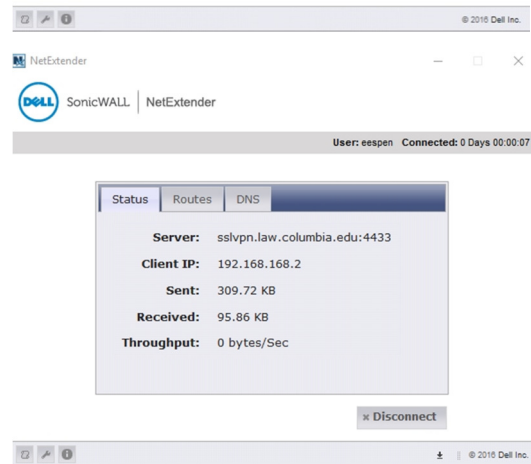
14. *When you are finished using the VPN, you can click "Disconnect" to end your VPN session.*

Step 2: Connecting to the G and H Drives (Mapping the Drives)

1. *Click on your* **Start Menu***, and then click "***File Explorer.***" Then, in the window that opens up, click "***This PC***" on the left-hand side of the screen.*

2. *At the top of the screen, click on* **"Computer"***, then on "***Map Network Drive".*
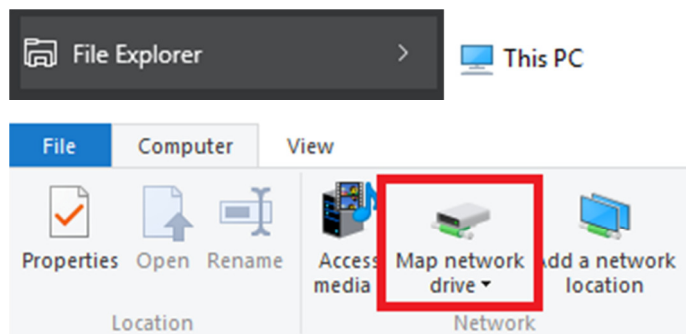
The **G Drive** *houses shared files and folders, such as old exams from prior semesters. As you join student organizations, new folders may appear on your* **G Drive** *allowing you to better collaborate with other members of the organization.*
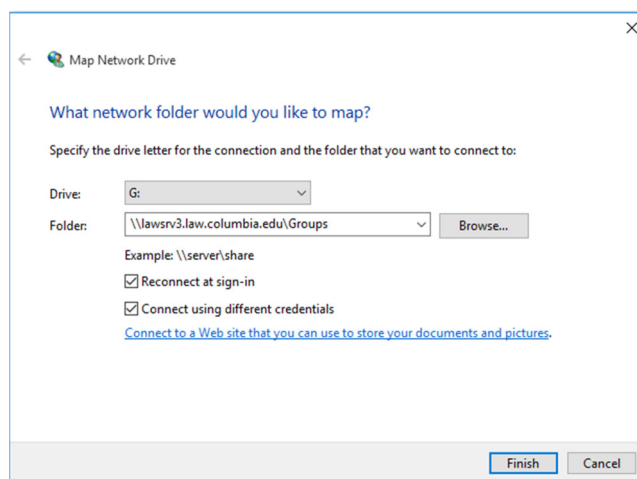
3. *Select the following:*
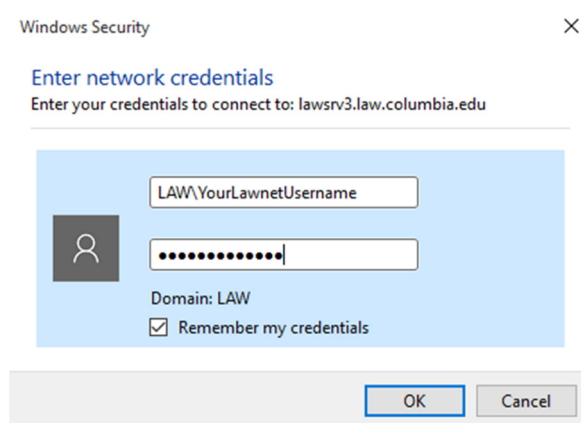
   Drive: **G:**

   Folder: **\\\\lawsrv3.law.columbia.edu\\Groups**

   Make sure both **Reconnect at logon** *and* **Connect using different credentials** *are checked.*

4. *Click Finish.*

5. *For your username, type:*

   LAW\\your Law School Login

6. *Enter your password.*

7. *Be sure that "***Remember my credentials***" is checked.*

8. *Press* **OK.**

9. *When the window to the right disappears, click "Finish" in the "Map Network Drive" window.*

TIP: *The back-slash key* **(\\)** *is usually found above the* **ENTER** *key. Do not confuse it with the forward-slash* **(/)***, usually found by the* **SHIFT** *key.*

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10. *A window will appear saying that* Windows *is attempting to connect to the* **G Drive***.*
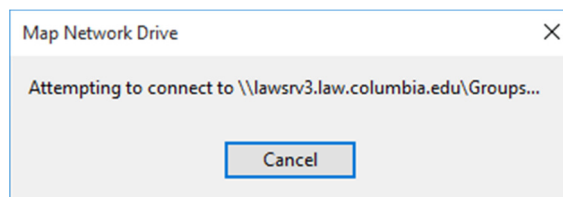
11. *The contents of the* **G Drive** *will appear in a window, like the one in the screenshot (keep in mind you may have only one or two folders). This drive can be accessed from any program's* **Open** *window (such as* **Word***,* **WordPerfect***,* **Excel, etc.)** *on your computer, or via* **File Explorer** *on the* **Desktop***, and you can open and save files directly from the drive.*
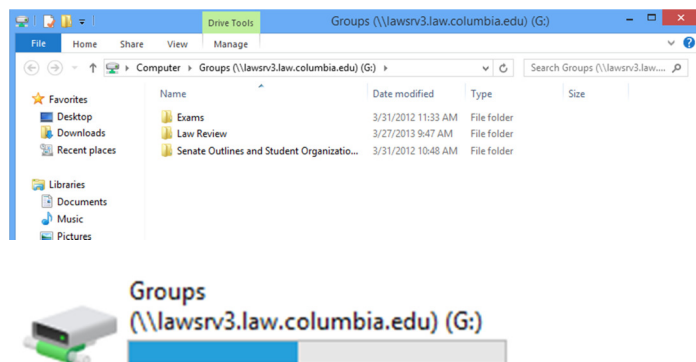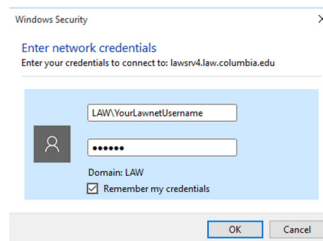

The **H Drive** *is your own, personal drive. We encourage you to save your important files on this drive. The drive is backed up by our servers on a regular basis, is scanned for viruses and can only be viewed by you.*

12. *Now, repeat steps* **2 through 8** *to add the* **H drive***. Here's the information you need to enter:*

Under **Drive (Step 3)**, select **H:**

In **Folder**, type:

\\lawsrv3.law.columbia.edu\FacStaff

13. **NOTE:** When you enter the H drive, you will need to double-click the only folder in the drive to reach a subfolder with your own login name – the contents of your H drive will be inside of the folder with your username.