

## Using a Dial-Up Connection

### Step 1 – Internet Provider Information (ISP) Required

These instructions should work for nearly all Internet Service Providers (ISP). Please contact your ISP for any specific information and requirements.

Please be aware that local and long distance charges apply whenever you are connected to your Internet Service Provider. Bradley University **is not responsible** for any of these charges. You will need to contact your phone company to determine if your call to your ISP will be billed as a long distance call.

Before you can setup a connection to your ISP, there is some information that you will need. This includes:

- ✓ **Your User name:** Your login name on your Internet Service Provider.
- ✓ **Your Password:** The password provided by your ISP.
- ✓ **Dial-Up Access Phone Number:** Contact your ISP for this number.

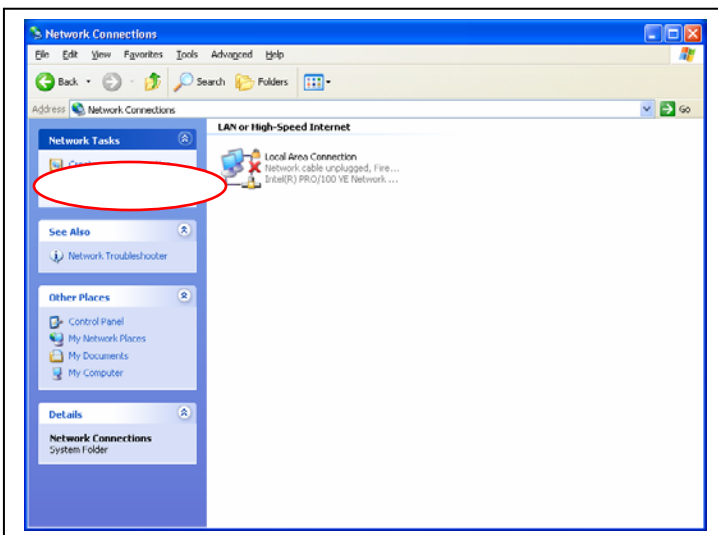
Bradley University offers Earthlink accounts for faculty members only. To obtain an account contact David Schenk at 677-2769.

### Step 2 – Create a new Dial-Up Networking Connection

Open the **Control Panel** by Clicking **Start, Control Panel**.

Select (highlight) **Network Connections** and click the left mouse button twice

Single click “Create a new connection” (circled in red).

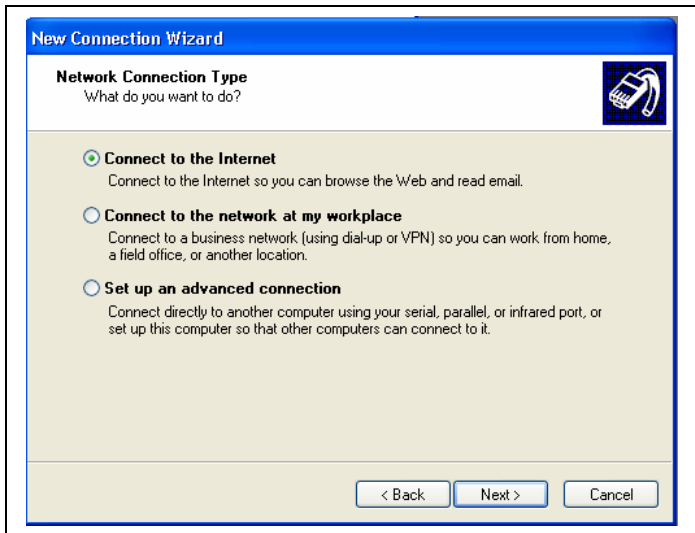


The “New Connection Wizard” dialog is displayed:

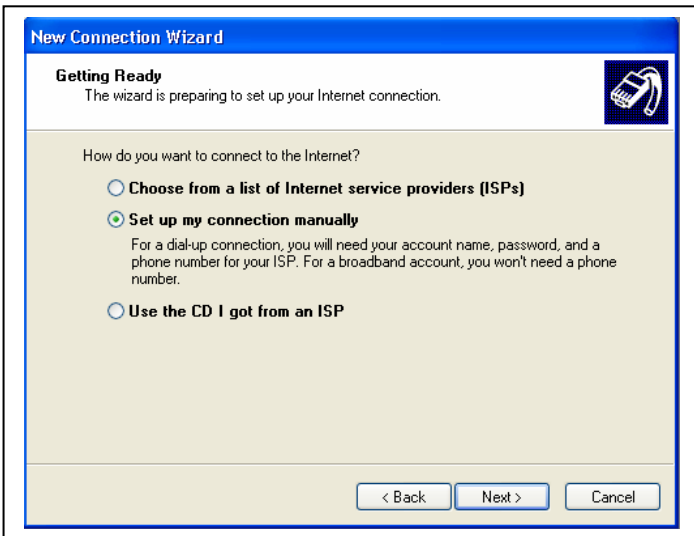
Single click the “Next” button



Single click the "Next" button



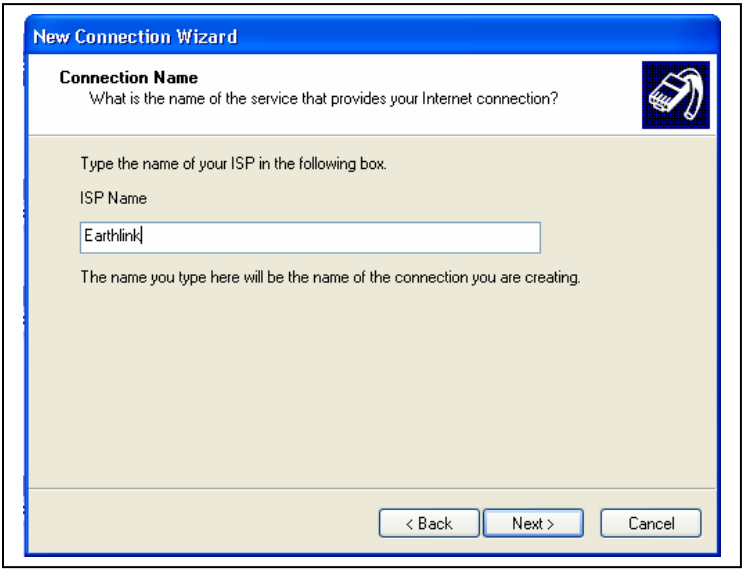
Select 'Set up my connection manually'  
Single click on the "Next" button.



Select the "Connect using a dial-up modem"  
Single click the "Next" button.

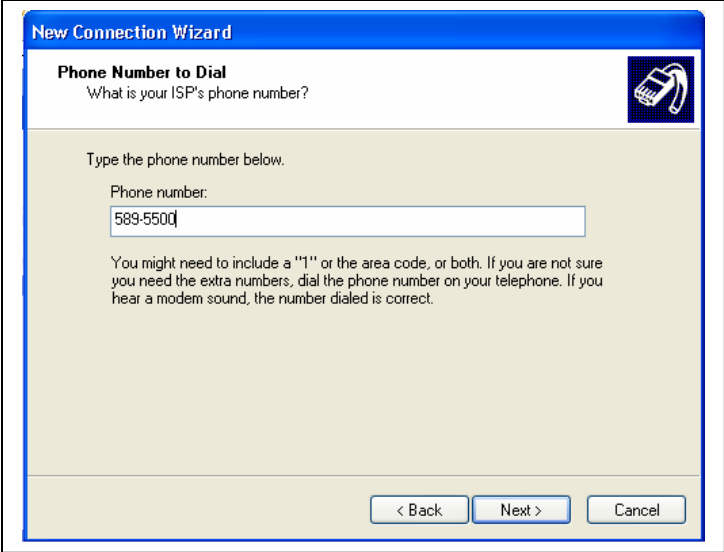


Enter the name for your connection.  
Single click the "Next" button.



Enter in the telephone number for your ISP.  
Read the paragraph on the screen carefully for additional dialing information.  
Single click on the "Next" button.

Single click the "Next" button.



Leave the fields blank and remove the checks in the check boxes.  
Single click the "Next" button.

To place a short cut on your desktop, place a check mark in the "Add a shortcut to this connection to my desktop".  
Single click the "Finish" button.



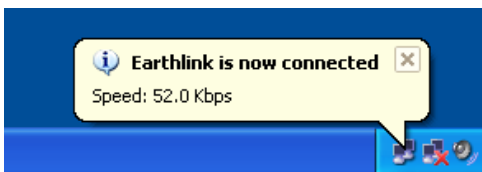
**Step 3 – Connect to your ISP**

Double click the Dial-Up icon located on the desktop. The graphic itself will be the same the name may be different.



Enter in the User name that was provided by your ISP.  
Enter the Password provided by your ISP.  
The telephone number is the number for your ISP and is the same as the one you used when setting up the Dial-Up.  
  
If more than one number has been provided you are able to change it here if one doesn't work well.  
  
Single click the "Dial" button.

The computer should **Dial** the number, negotiate a connection, and verify your password. If all goes well, the connection window will disappear, leaving a small icon in the lower right hand corner of the screen. You are now connected to the internet.



## Step 4 – Disconnect from ISP

There are two ways to disconnect from the internet:

### Option 1

Place the mouse pointer on the small icon located in the lower right hand of the screen. In the graphic above this is the icon with the bubble stating that you are connected to the internet.

Single click the right mouse button, a pop up will appear that has the following:

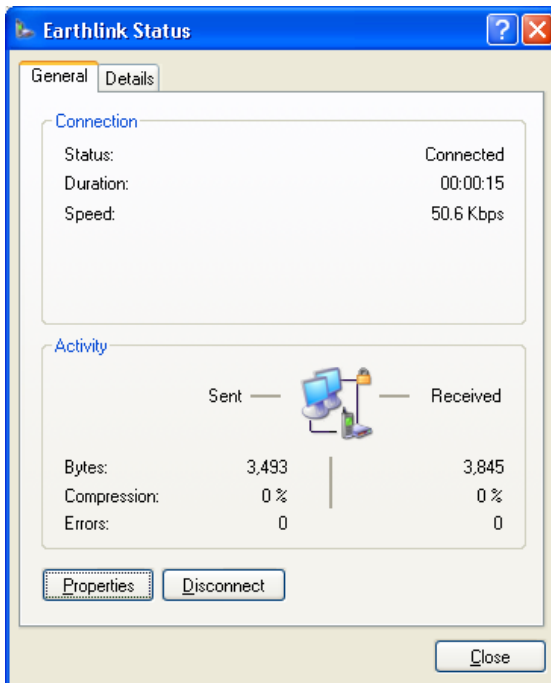
- Disconnect
- Status**
- Change Windows Firewall settings
- Open Network Connections

Place the mouse pointer on “Disconnect” and single click the left mouse button. You will notice that the icon disappears from the lower right.

### Option 2

Place the mouse pointer on the small icon located in the lower right hand of the screen. In the graphic above this is the icon with the bubble stating that you are connected to the internet.

Single click the left mouse button and the following dialog is displayed:



Single click the “Disconnect” button.