1. Click on “Start”, “All Programs”, “Access IBM”, “IBM Access Connections” to open the program.
2. If you are running the program for the first time, the following window will appear. Ensure that the version of the program is version 3.30 or higher. (If you have an older version of the program, please obtain the latest version from IBM’s website: http://www.ibm.com/support) If the version is correct, continue to step 3.

If the window below appears, please go to page 18.
3. Type "CBS" for the “Name of Location Profile” and choose “Best Available Wired or Wireless LAN” for the “Type of Network Connection”. Click "Next".

4. Select "Automatically use the adapter with the highest defined priority level". Both the wired and wireless adapters should be selected in the table. 

   Ensure that the wired adapter is at the top of the list by selecting the adapter and clicking on the button with the up arrow.

Check the box next to “Disconnect from the network and turn off any wireless radios associated with this profile when I switch to a different location profile.” Click "Next".
5. Ensure that the "Obtain an IP address automatically" and "Obtain DNS server address automatically" options are selected. Click "Next".

6. Select "Use the following Advanced DNS settings". Ensure that the "Append primary and connection specific DNS suffixes", "Append parent suffixes of the primary DNS suffix" and "Register this connection’s address in DNS" options are all selected. Click on the "WINS..." button.
7. In the window that appears, click on the “Add…” button. For the “WINS server:” enter: “128.59.199.5”. Then click “Add”.

8. Check the box for “Enable LMHOSTS lookup”. Ensure that “Default” is selected in the “NetBIOS settings” section. Click “OK” to close the window and then “Next” to proceed to the next step.

9. Type “WoFi” for the “Network Name (SSID):” and choose “Access Point” in the drop down menu next to “Connection Type:”. In the “Wireless Security Type:” section, select “None (encryption is disabled)”. Click “Next”.

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e-mail:  talk2cis@gsb.columbia.edu  |  phone:  (212) 854-3730
10. Enter the URL of the webpage that you would like to be your home page when connected on the Columbia Business School Wireless network. Click "Next".

![Image of IBM Access Connections]

11. If you have Netscape installed, the following window will appear. Select a profile in the "My Netscape profile for this location:" drop down menu. If you aren't sure, choose "default". Click "Next".

![Image of Edit Your Netscape Navigator Proxy Settings]
12. Check the boxes next to "Protect my computer and network by limiting or preventing access to this computer from the Internet (Windows Firewall)" and "Disable Internet Connection Sharing". Click "Next".

13. Choose "I need to use a default printer with this location profile". Select a printer from the table (preferably one of the GSB network printers). Click "Next".
14. Click "**Next**" to skip this step as no application needs to be opened when you apply the profile.

![Program Setup window](image)

15. Click "**Next**" after you have verified that the settings are correct.

![Save Your Location Profile window](image)
16. Click “No” to applying the location profile now.

17. The following screen appears showing you the profile that you have just created. Click “New...” to continue with the setup for the University provided wireless network.

18. Type “Columbia University” for the “Name of Location Profile” and choose “Best Available Wired or Wireless LAN” for the “Type of Network Connection”. Click “Next”.

![Image of Access Connections window showing location profiles and options]

![Image of Choose Your Connection Type window showing profile name and type]

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19. Select "Automatically use the adapter with the highest defined priority level". Both the wired and wireless adapters should be selected in the table.

*Ensure that the wired adapter is at the top of the list by selected the adapter and clicking on the button with the up arrow.*

Check the box next to "Disconnect from the network and turn off any wireless radios associated with this profile when I switch to a different location profile." Click "Next".

20. Ensure that the "Obtain an IP address automatically" and "Obtain DNS server address automatically" options are selected. Click "Next".
21. Select "Use the following Advanced DNS settings". Ensure that the "Append primary and connection specific DNS suffixes", "Append parent suffixes of the primary DNS suffix" and "Register this connection’s address in DNS" options are all selected. Click on the "WINS..." button.

22. In the window that appears, click on the "Add..." button. For the "WINS server:" enter: "128.59.199.5". Then click "Add".

23. Check the box for "Enable LMHOSTS lookup". Ensure that "Default" is selected in the "NetBIOS settings" section. Click "OK" to close the window and then "Next" to proceed to the next step.
24. Type "Columbia University" for the "Network Name (SSID):" and choose "Access Point" in the drop down menu next to "Connection Type:". In the "Wireless Security Type:" section, select "None (encryption is disabled)". Click "Next".

![Wireless Network Settings](image1)

25. Enter the URL of the webpage that you would like to be your home page when connected on the Columbia University Wireless network. Click "Next".

![Internet Explorer Proxy Settings](image2)
26. If you have Netscape installed, the following window will appear. Select a profile in the "My Netscape profile for this location:" drop down menu. If you aren't sure, choose "default". Click "Next".

27. Check the boxes next to "Protect my computer and network by limiting or preventing access to this computer from the Internet (Windows Firewall)" and "Disable Internet Connection Sharing". Click "Next".
28. Choose “I need to use a default printer with this location profile”. Select a printer from the table (preferably one of the GSB network printers). Click “Next”.

29. Click “Next” to skip this step as no application needs to be opened when you apply the profile.
30. Click **"Next"** after you have verified that the settings are correct.

![Image of a profile settings window]

31. Click **"No"** to applying the location profile now.

![Image of a prompt asking to apply the location profile]

32. The following screen appears showing you the profile that you have just created. Click the **"Close"** button.

![Image of a profile management window]
33. Click “Location Switching” and then click “Switch Ethernet and Wireless Location Profiles Automatically...”.

34. Click on the “Ethernet” tab. Uncheck the box next to “Switch Ethernet Profiles Automatically”. Click “OK”.

![Image of Ethernet settings dialog box]
35. Select a network to connect to (depending on your location) by using the drop-down menu then click “Connect”.
If you already have a profile in IBM Access Connections and need to create a profile for the Columbia University & Business School wireless networks, please do the following.

1. Ensure that the version of the program is higher than version 3.30 by clicking "Help", "About". (If you have an older version of the program, please obtain the latest version from IBM’s website: http://www.ibm.com/support)

2. Click on the “Manage Location Profiles...” button.

3. Click on the “New...” button.

4. Follow the instructions starting from step 3 on page 3.