Prerequisite: Windows Vista (All Editions).

This guide assumes that you will be using the default Windows Wireless utility and all screenshots in this guide relate to this utility. If you are using a different utility you may wish to switch to using the default Windows utility. See PAGE 6 for instructions.

STEP 1: Turn ON Wireless on your laptop

Note: Some laptops have an external wireless communications switch; ensure this switch is in the ON position. Some laptops may use a keyboard key combination. Look for the wireless sign ().

STEP 2: Open the Network and Sharing Centre

1 Click on the network connection icon
2 Select “Open Network and Sharing Centre”

STEP 3: Manage the Wireless Connection

Click “Manage wireless networks”
STEP 4: Add the Wireless connection

Click “Add”

Click “Manually create a network profile”

Enter the details for the network connection.

Tick “Start this connection automatically”

Click “Change connection settings”
1. Select the “Security” tab

2. Remove tick from “Cache user information…”

3. Click “Settings”

4. Remove tick from “Validate server credentials”

5. Click “Configure”

6. Remove tick from “Automatically use…”

Click **OK** to close the window.

**Click **OK** to close all windows.** (If you have followed all steps, you will click **OK** exactly 3 times).
STEP 5: Connect to the network

1. Click on the balloon that comes up requesting additional details.

2. Enter your network credentials and click OK.

YOU HAVE SUCCESSFULLY CONFIGURED YOUR WIRELESS CONNECTION.

This concludes the wireless configuration for the wireless network.

To be able to browse the Internet you will need to configure your proxy settings in Internet Explorer.

See APPENDIX 1 for more details.
APPENDIX 1: Proxy Configuration for Internet Explorer

Prerequisites
- Internet Explorer 6.5 or above

Note: If you are using a browser other than Internet Explorer (i.e. Mozilla Firefox, Google Chrome etc...) please locate the proxy configuration window and enter these settings.

You will need to enter these proxy details to be able to get connected to the Internet.

1 – Open Internet Explorer.
2 – Click on **Tools**
3 – Click on **Options** (or **Internet Options**)
4 – Select the **“Connections”** tab
5 – Click on **“LAN Settings”**

Click **OK** on all windows to apply the changes.
APPENDIX 2: Wireless Configuration for Microsoft Vista

Laptop manufacturers use different types of wireless software. This guide assumes that you will be using the default Windows Wireless utility and all screenshots in this guide relate to this utility.

If you find that you cannot connect to a wireless base station because of issues with the configuration software provided by your wireless adapter's manufacturer, you may wish to uninstall that software (but keep the drivers) and use Windows' native support for wireless networking. In order to do this you may need to turn on Windows Vista's wireless configuration service.

1 - Click on the **Start** button and select **Run** (using your keyboard hold the `key and press “R”

2 - Type in **services.msc** and click **OK**

3 – Find the service called “**WLAN AutoConfig**” and click on “**Start the service**”

You can now use Windows Vista to manage your wireless connection.