



How to change your access number in Microsoft Windows

Please use the following instructions for how to change your access number in Windows Vista:

1. Click the Start button.
2. Look on the right side for Control Panel and click it.
3. After the Control Panel window opens, look for Network and Internet, and click that.
4. Once Network and Internet opens, click on "Connect to a network".

At this time, you should have your dial up connection listed. If you have more than one dial up connection listed, you will probably want to remove any unused connections. If you are unsure of what connections to remove, or what connection you actually use, please use "Internet Options" to remove any connection that doesn't have "Default" listed beside it. This will ensure that you keep your dial up connection, and remove any unnecessary connections.

5. After you've selected your dial up connection, click "Connect" at the bottom of the window.

Here, you will be presented with your connection screen. As you can see, it will give you a place to type your username, password, as well as what access number is currently in use.

6. Type in your new access number into the box provided.
7. Click "Connect".
8. Click "Yes" on the next window.

The next set of instructions are to guide you on how to change your access number in Windows XP. While the instructions are pretty similar to Vista, there are enough differences to create a different section. The instructions are as follows:

1. From the main desktop, click the Start button.
2. On the right pane, click "Control Panel".
3. From the Control Panel, choose "Network and Internet Connection".
4. At the bottom right of the new window, click "Network Connections".

In the new window, you will be presented with different sections, such as "LAN or High Speed Internet", "Broadband", and "Dial Up". Under the "Dial Up" section, you should see your dial up connection. If you have multiple connections listed, it is recommended that you remove any connection not checked as the default connection. The default connection is usually listed as a check on the connection itself.

5. Double click on your dial up connection.
6. In the space provided, enter your new access number.
7. Click "Connect".
8. In the new window that appears, click "Yes".