Configuring and Using Yale's Medical Library Proxy Server

- A connection through the proxy server allows you to access Yale Library resources from off-campus locations.

- Do not configure your Web browser until you have applied for and <u>received</u> a proxy account username and password

- Don't use the proxy connection for all Web browsing (i.e. when you aren't using Yale resources). Turn off the proxy when you don't need it or consider setting one browser to use the proxy and leave another "unproxied"

Configuring Firefox for Windows
## Instructions based on version 3.5.7
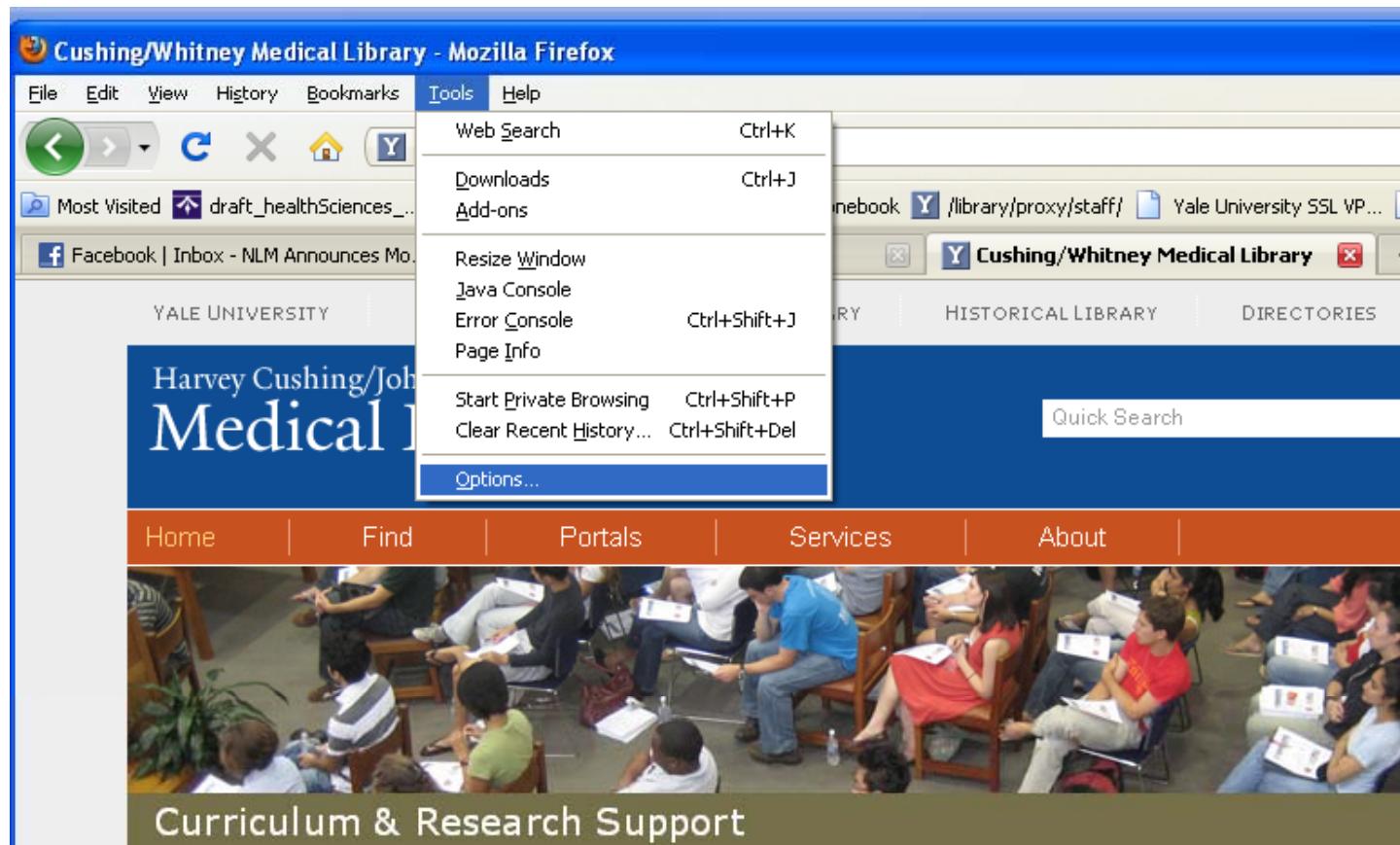
From the dropdown "Tools" menu, select "Options"

Select LAN Settings
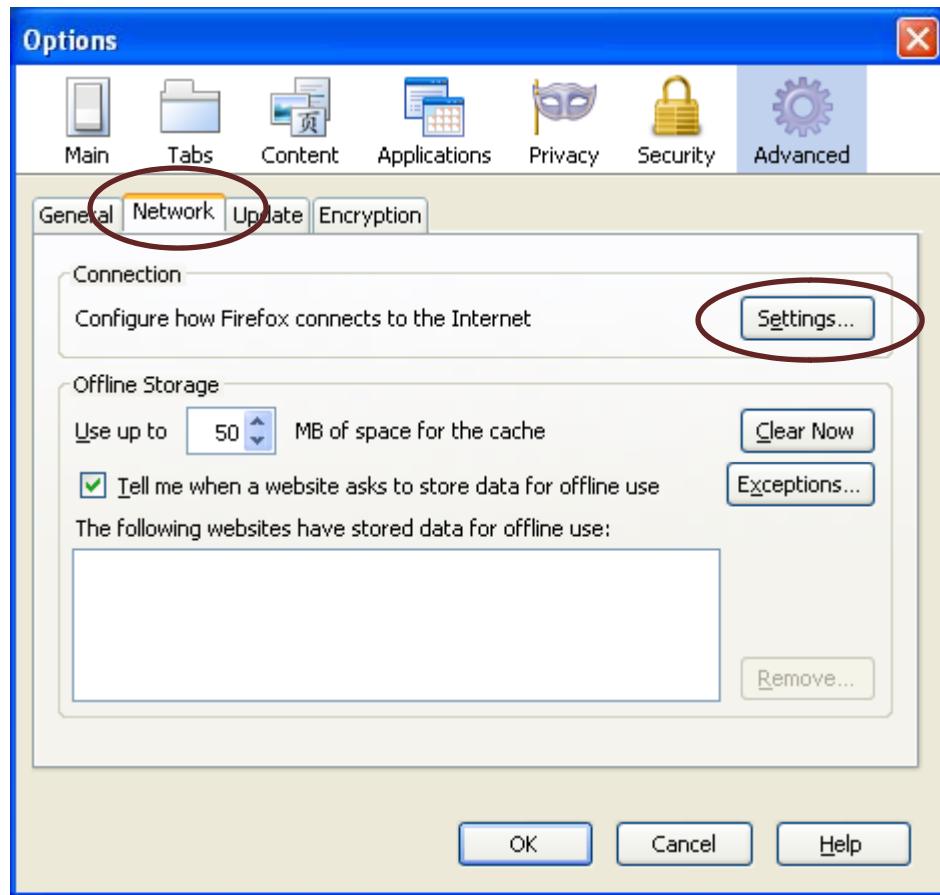
Under "Advanced" Options and the "Network" tab, click on the **Settings**

Entering the Proxy Server Info
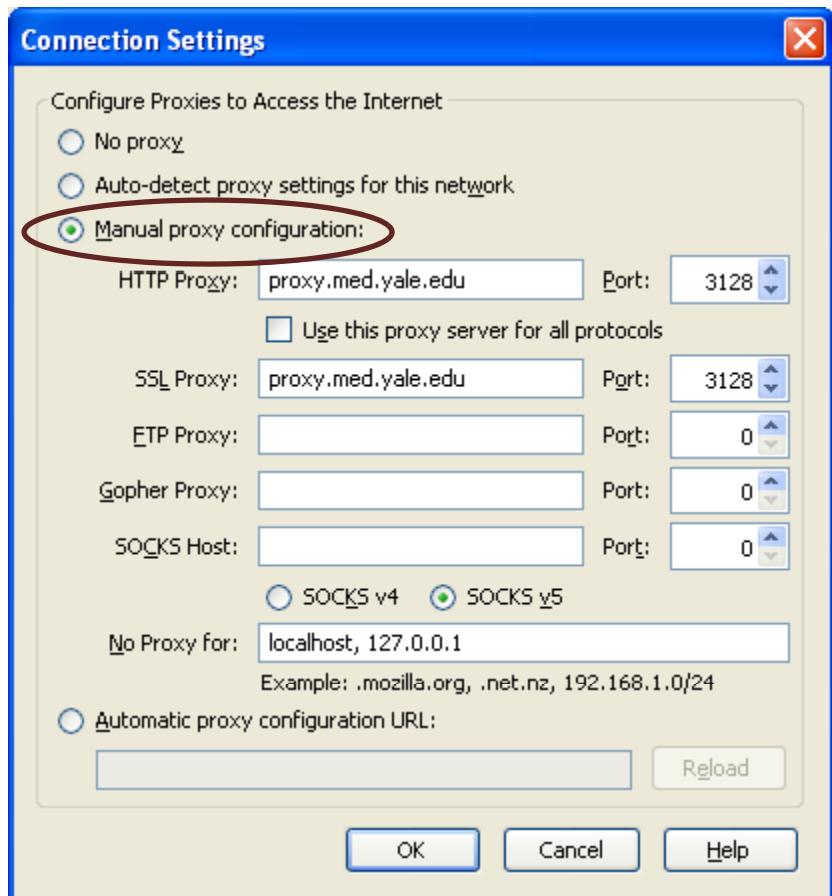
Change the radio button from the default **No proxy** to **Manual proxy configuration**
Enter the proxy server name and port number
  - **proxy.med.yale.edu 3128** –
 in the boxes for "HTTP Proxy" and "SSL Proxy"

Complete the setup by clicking OK in each dialog box until all boxes are closed

The next website you go to after configuring the proxy server will require you to login using your proxy server username (full email address) and the password assigned to you

Turning off the Proxy
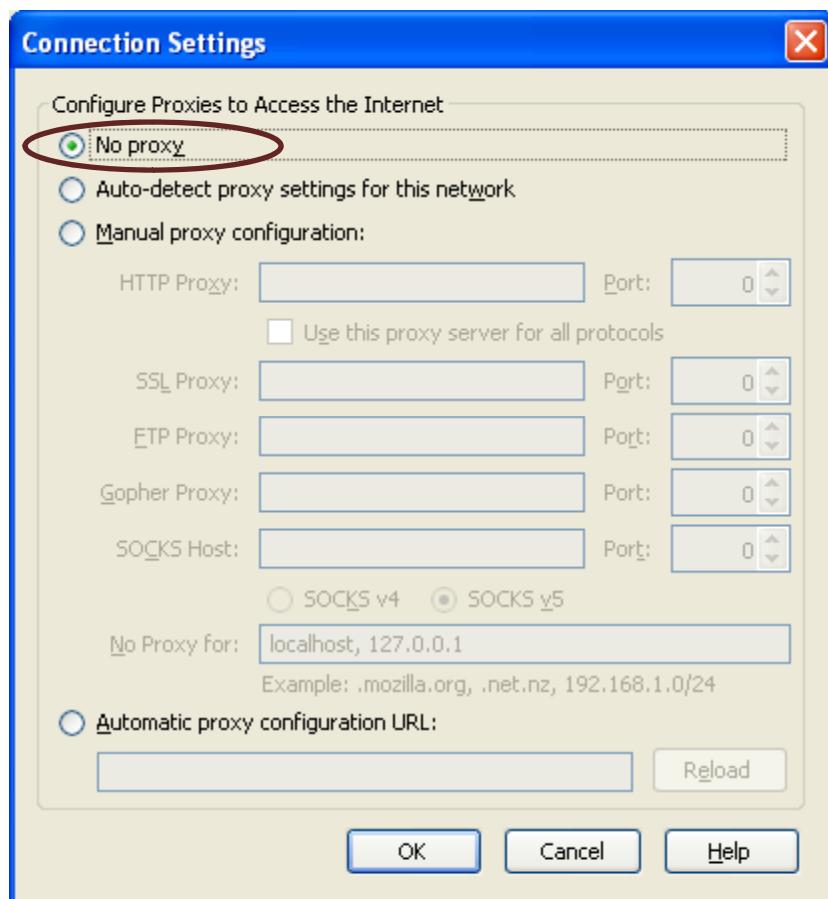
No proxy is the default connection.

Your Web browser will continue to use the proxy connection until you "turn off" the proxy.

To turn off the proxy, follow the steps up to this point and select the **No Proxy** option. Close each window by clicking on OK to save your selection.