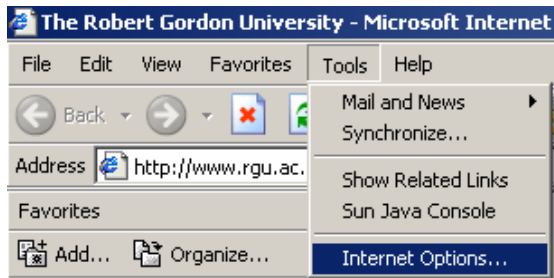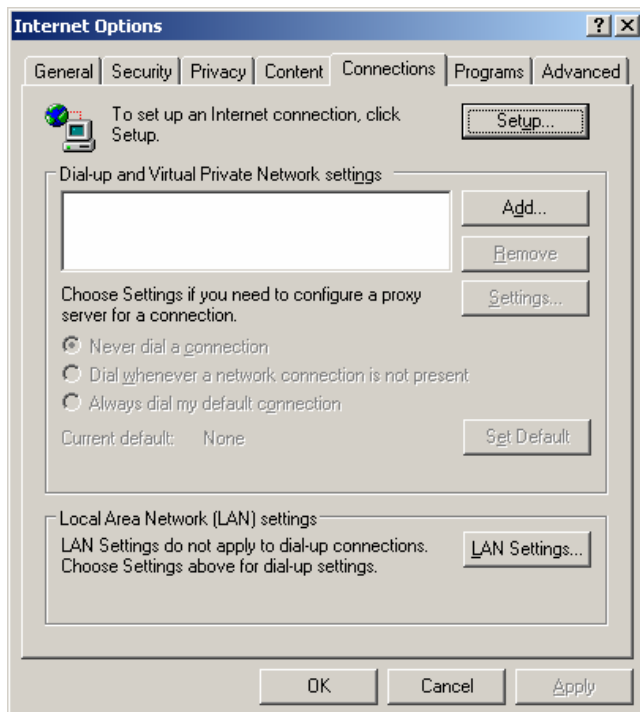# Changing Proxy Server

In order to access the Internet your computer must use a proxy server. Occasionally one of the University's two proxy servers may fail necessitating the need reconfigure Internet Explorer to use the other server.

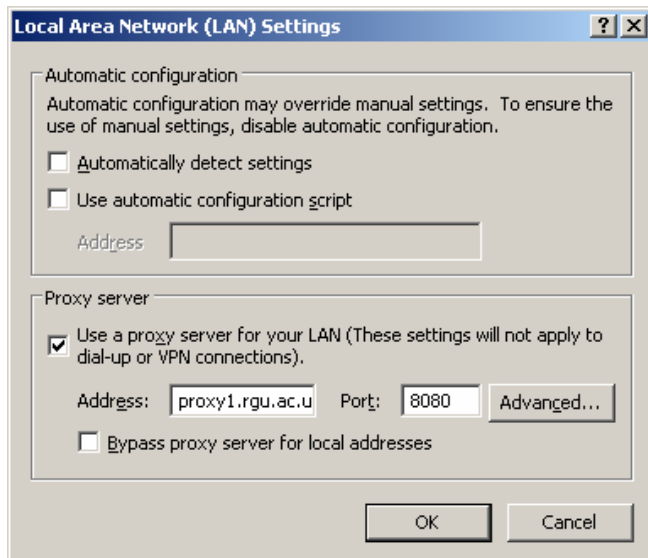To switch your machine to the other proxy:

1) Open Internet Explorer
2) In internet explorer pull down the **Tools** menu and click **Internet Options...**

3) Click the **Connections** tab:

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and click the **_LAN Settings..._** button:

4) In the **_Address:_** box change "proxy1.rgu.ac.uk" to "proxy2.rgu.ac.uk" or vice versa and click **OK**.
5) Click **OK** on the Internet Options dialogue box to get back to the browser screen and you will now be able to get external sites.

Hint: If you still have trouble accessing the Internet try closing and reopening Internet explorer.