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Introduction

This document is to explain how to edit your host file. We may advise you to do this if you are working from a VPN and require access to server files or want to use Outlook while connected via a VPN.

Prerequisites

Before we begin you will need…

- Your Server's Name (eg server1)
- Your Server's DNS Name (eg server1.domain.local)
- Your Server's IP Address (eg 192.168.1.100)

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Created By : Paul Fox

Version : 1.1

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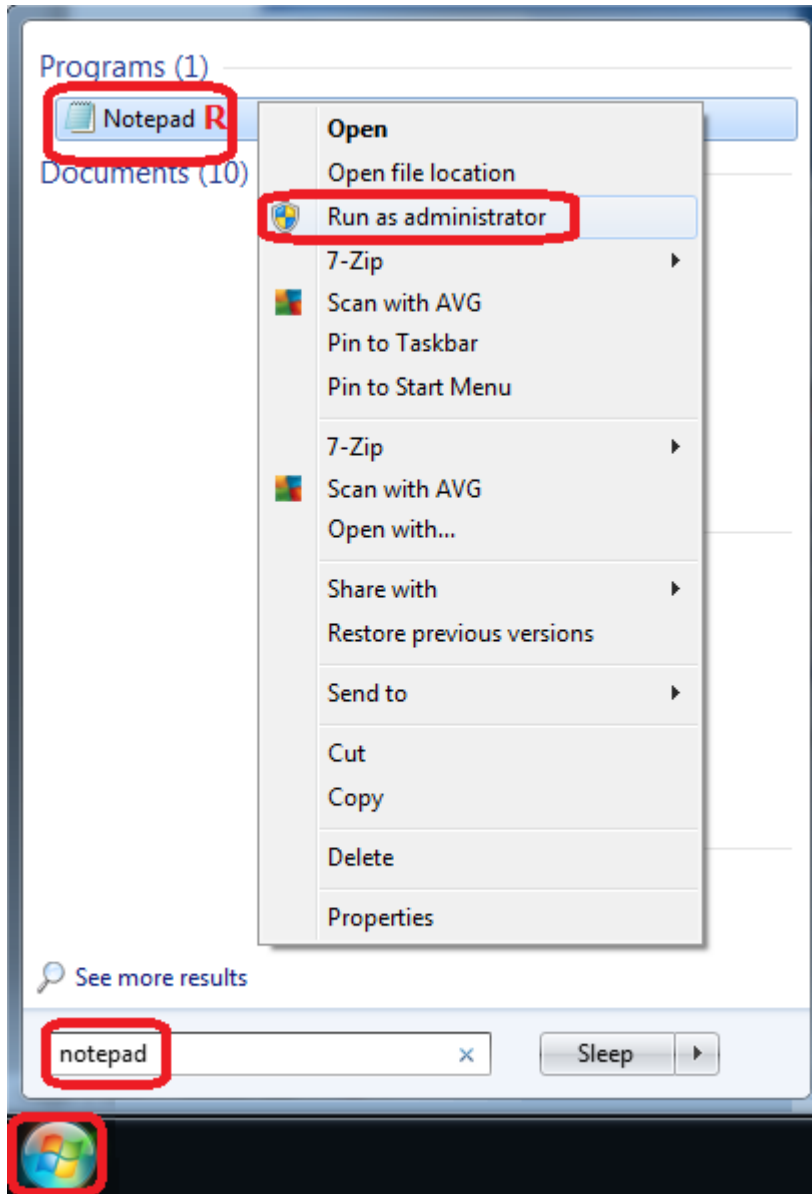
Technical Level : Mid

Version History

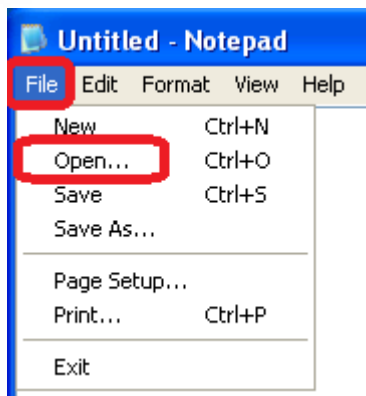1.0 – First Published Version. (PF)
1.1 – Added Version Hisory.
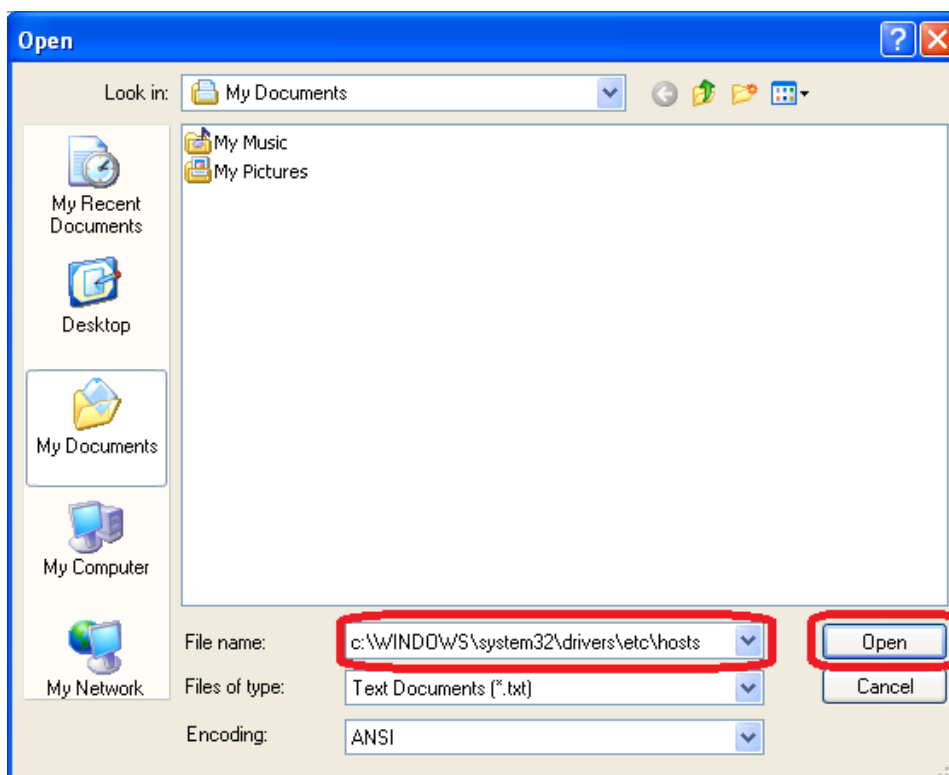
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EDIT HOST FILE FOR SERVER ACCESS – WINDOWS VISTA / 7

Click the **Window Start Flag,** type in **Notepad** in the search box, when Notepad is found under the Programs section **RIGHT Click** and Select **Run as Administrator**.

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In Notepad Click **File** then **Open…**

In the File name box type :

```
C:\windows\system32\drivers\etc\hosts
```

Then Click **Open**

This is the shortcut way of opening the Host file, the other option is changing your settings to view Hidden Folders and using the mouse.

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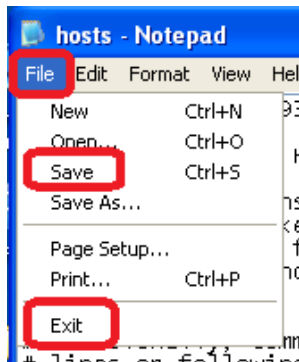Page | 3

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At the end of the notepad document add in the following lines (depending your server names and IP addresses);

```
192.168.1.100    server1
192.168.1.100    server1.domain.local
```

Please note there is a TAB between the IP addresses and the server names, but you can use a SPACE if you like.

Now just click **File** and **Save**. Then **File** and **Exit**.

You should now be able to use your Mapped Network Drives and/or Outlook while you are connected via the VPN. Please note a VPN is much slower than a direct network connection so please be patient.

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