



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

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Technical Level : Mid

Version History

1.0 – First Published Version. (PF)

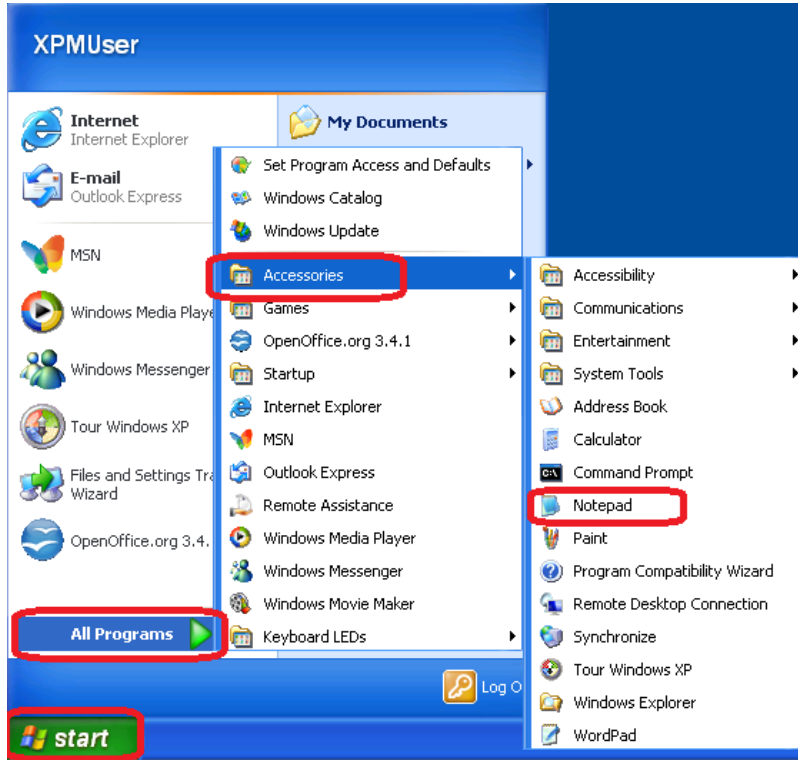
1.1 – Added Version History.

Disclaimers & Acknowledgements

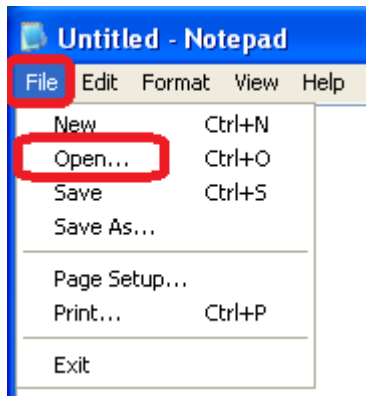
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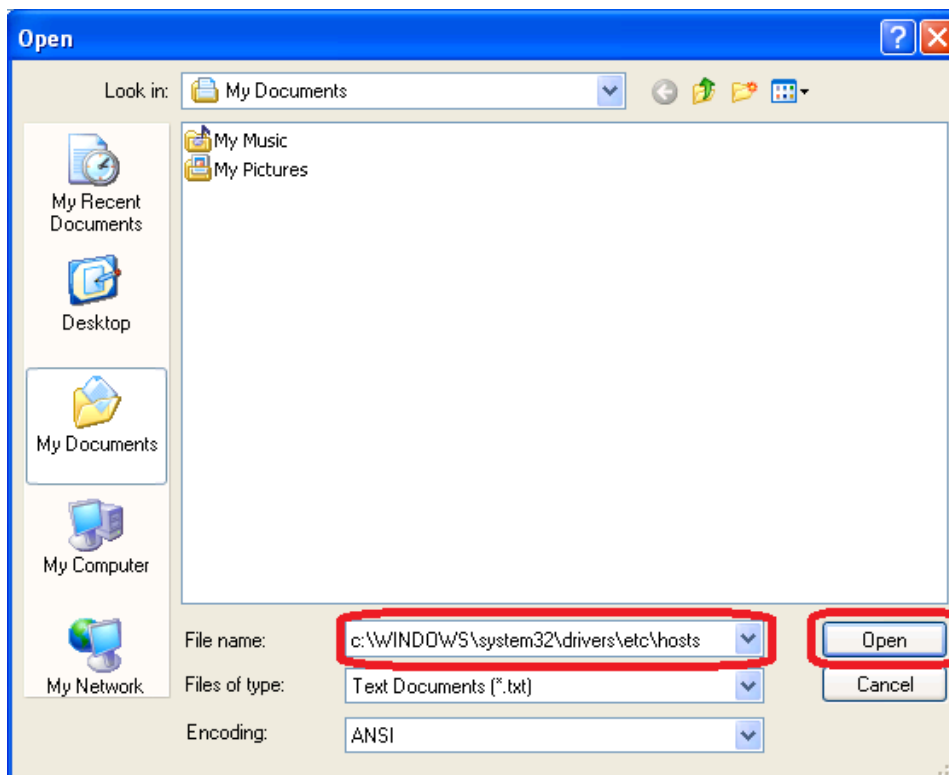
EDIT HOST FILE FOR SERVER ACCESS – WINDOWS XP



Click **Start**, **All Programs**, **Accessories** and then **Notepad**.



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.



```

# Copyright (c) 1993-1999 Microsoft Corp.
#
# This is a sample HOSTS file used by Microsoft TCP/IP for Windows.
#
# This file contains the mappings of IP addresses to host names. Each
# entry should be kept on an individual line. The IP address should
# be placed in the first column followed by the corresponding host name.
# The IP address and the host name should be separated by at least one
# space.
#
# Additionally, comments (such as these) may be inserted on individual
# lines or following the machine name denoted by a '#' symbol.
#
# For example:
#       102.54.94.97       rhino.acme.com           # source server
#       38.25.63.10      x.acme.com             # x client host

127.0.0.1       localhost

192.168.1.100   server1
192.168.1.100   server1.domain.local

```

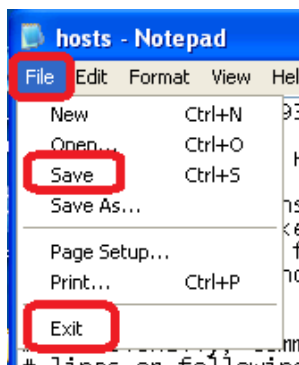
At the end of the notepad document add in the following lines (depending your server names and IP addresses);

```

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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