



## Introduction

This document is to explain how to setup a VPN (virtual private network) connection to your remote site. This is commonly used by people who work from home or on the move. When connected to the VPN your computer will be part of the network at the remote site, therefore you should be able to access most network resources.

## Prerequisites

Before we begin you will need;

- IP or Hostname of the Remote Site (example 123.123.123.13)
- Your VPN Username (example Username)
- Your VPN Password (example 86BHF7F6)

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**Technical Level** : Low-Mid

## Version History

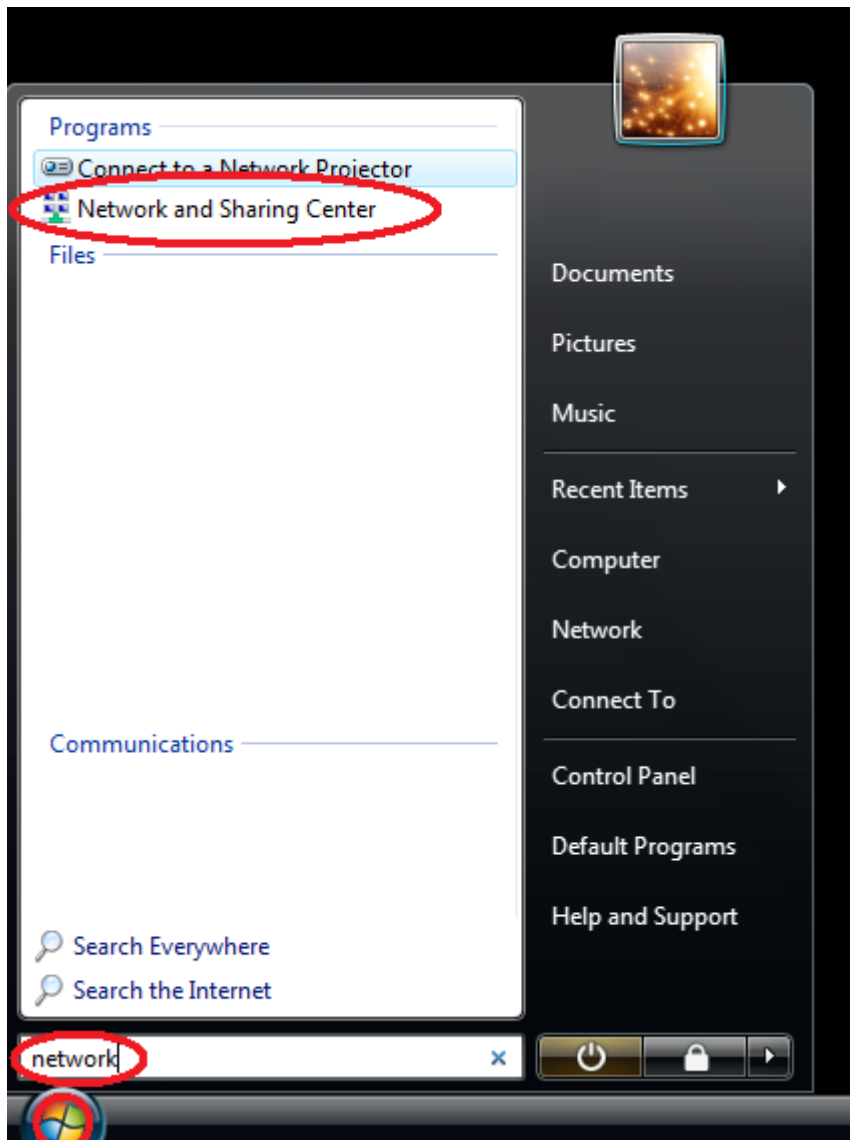
1.0 – First Published Version. (PF)

1.1 – Added Version History

## Disclaimers & Acknowledgements

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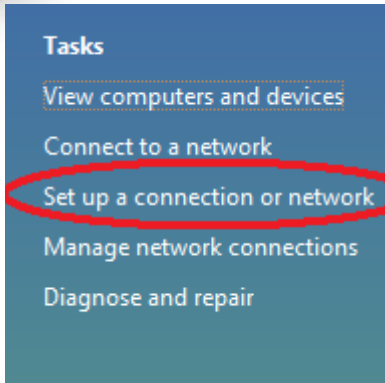
## SETUP A VPN CONNECTION WINDOWS VISTA/7



Click on the **Windows Flag** normally in the bottom left corner.

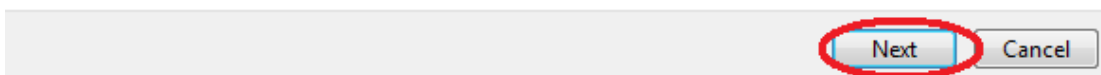
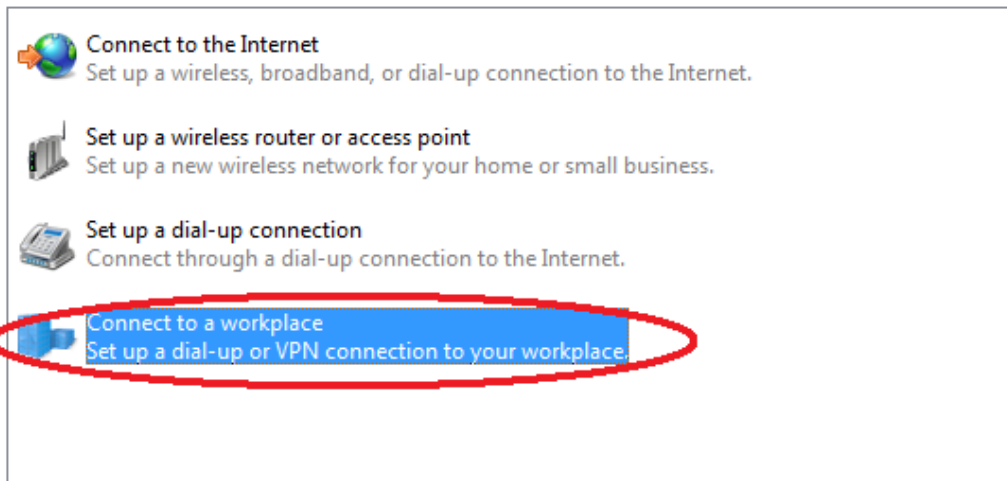
In the 'Start Search' box type in '**network**' this will search your computer for all items that contain or refer to the word 'network'. The item we are looking for is 'Network and Sharing Center'.

Click **Network and Sharing Center** under the sub menu of programs.



Under Tasks click on **Set up a connection or network**.

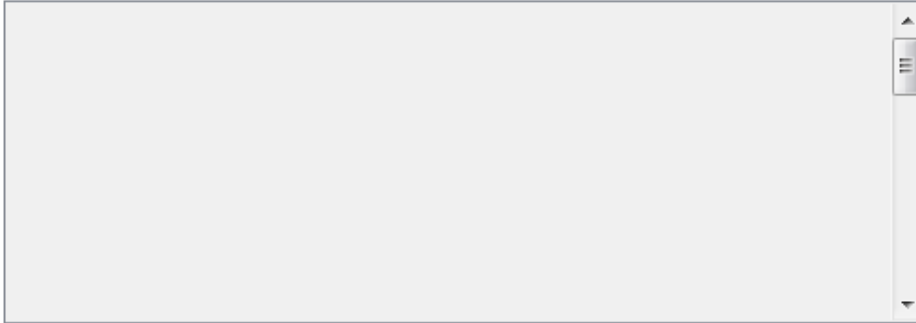
### Choose a connection option



Select **Connect to a workplace** and click **Next**.

Do you want to use a connection that you already have?

- No, create a new connection
- Yes, I'll choose an existing connection



Next Cancel

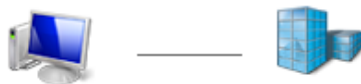
Select **No, create a new connection** and click **Next**.

How do you want to connect?

→ Use my Internet connection (VPN)  
Connect using a virtual private network (VPN) connection through the Internet.



- Dial directly  
Connect directly to a phone number without going through the Internet.



[What is a VPN connection?](#)

Click **Use my Internet connection (VPN)**.



Type the Internet address to connect to

Your network administrator can give you this address.

Internet address:

Destination name:

- Use a smart card
- Allow other people to use this connection  
This option allows anyone with access to this computer to use this connection.
- Don't connect now; just set it up so I can connect later

Type in the IP Address we have given you in the **Internet address** box, this example shows 123.123.123.123.

Tick the box **Don't connect now; just set it up so I can connect later.**

Type in a destination name of your choice this example shows OfficeVPN.

Click **Next**.



Type your user name and password

User name:

Password:

Show characters

Remember this password

Domain (optional):

Type in the username and password we have provided in the **User name** and **Password** boxes.

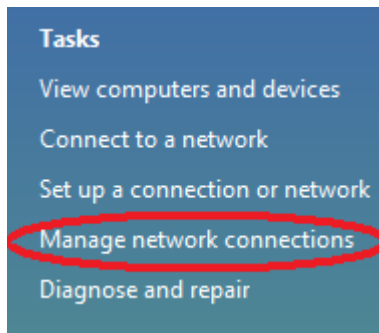
Tick the **Remember this password**.

Click **Create**.

The connection is ready to use

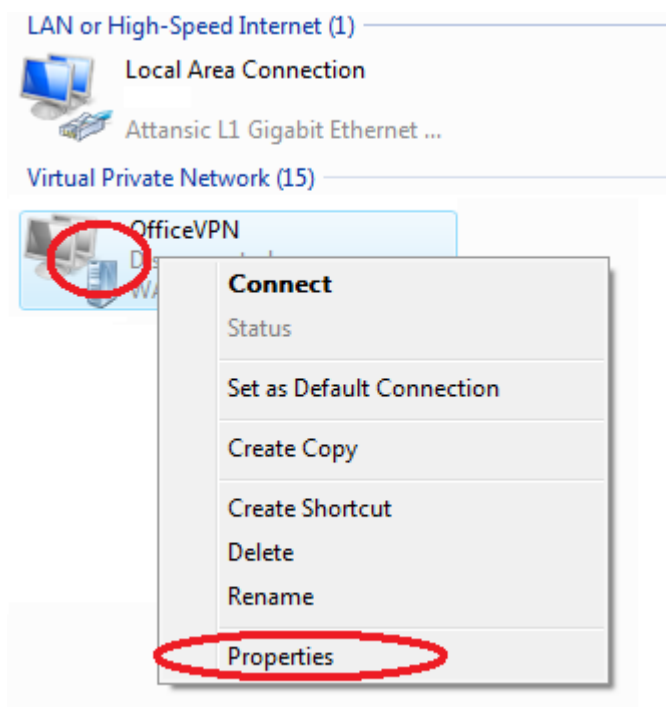


Now click **Close**.

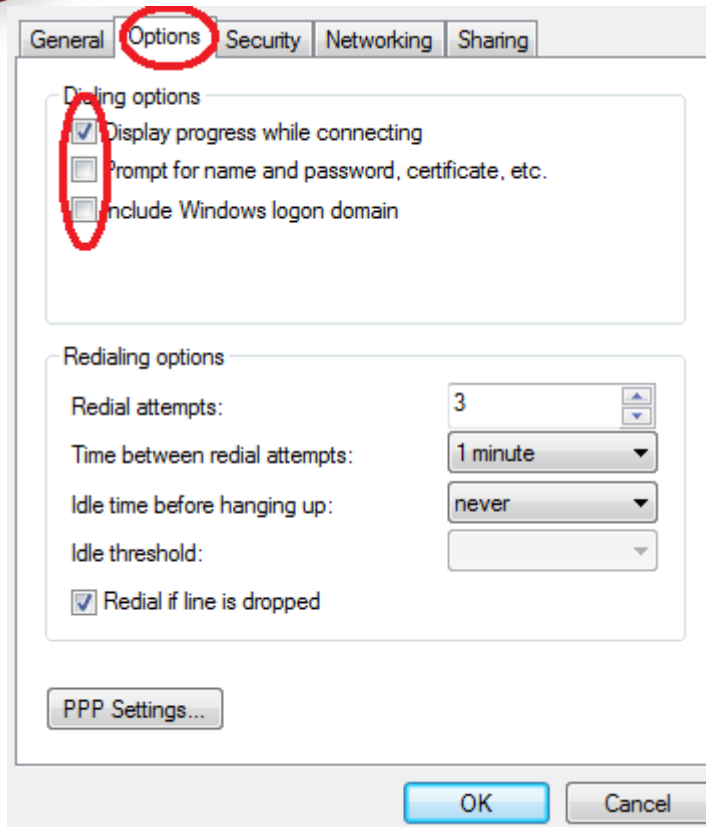


From the Network and Sharing Center that you should still have open (if not refer to the first part of this document).

Click **Manage network connections**.



**Right click** the **OfficeVPN** (unless you called it something else) icon under Virtual Private Network. Then click **Properties**.



Click **Options** and make sure;

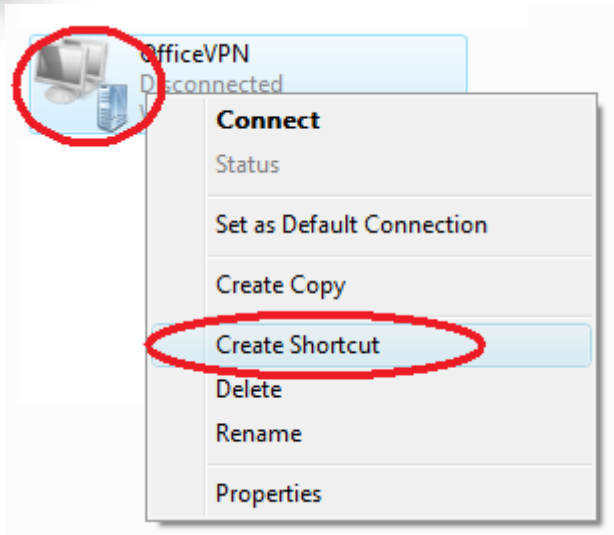
**Display progress while connecting** is **ticked**,

**Prompt for name and password, certificate, etc** is **un-ticked**,

**Include Windows logon domain** is **un-ticked**.

Click **OK**.

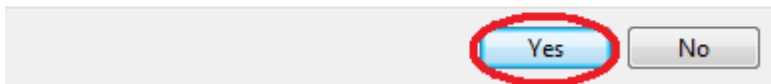




**Right Click** again the **OfficeVPN** icon and click **Create Shortcut**.



Windows cannot create a shortcut here.  
Do you want the shortcut to be placed on the desktop instead?



Click **Yes** on the information window.

You can now close all open windows. You will now see an icon on your desktop to connect to your Office VPN.