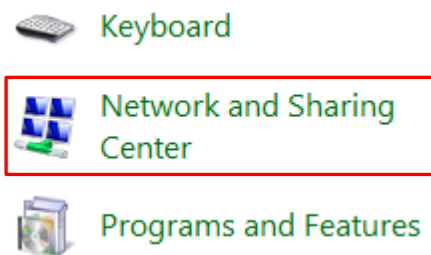


How to set up a VPN Network

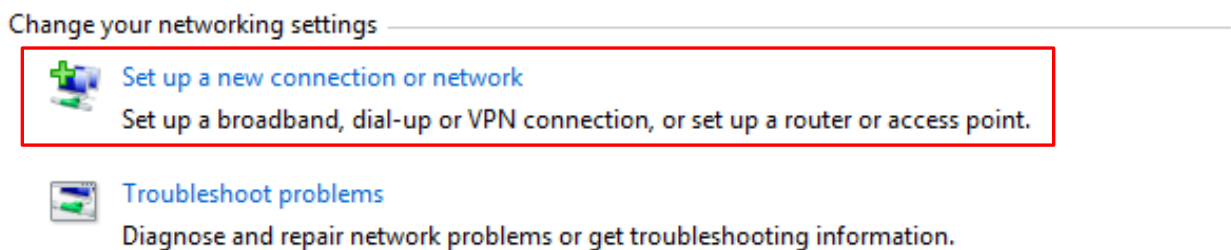
1 Network and Sharing

Firstly open the network and sharing centre by opening control panel and selecting "Network and Sharing Center". If "Network and Sharing" cannot be found you may need to change the "View by:" option to either large or small icons.



Accessing Network and Sharing Center

In the "Network and Sharing Center" window select "Set up a new connection or network":

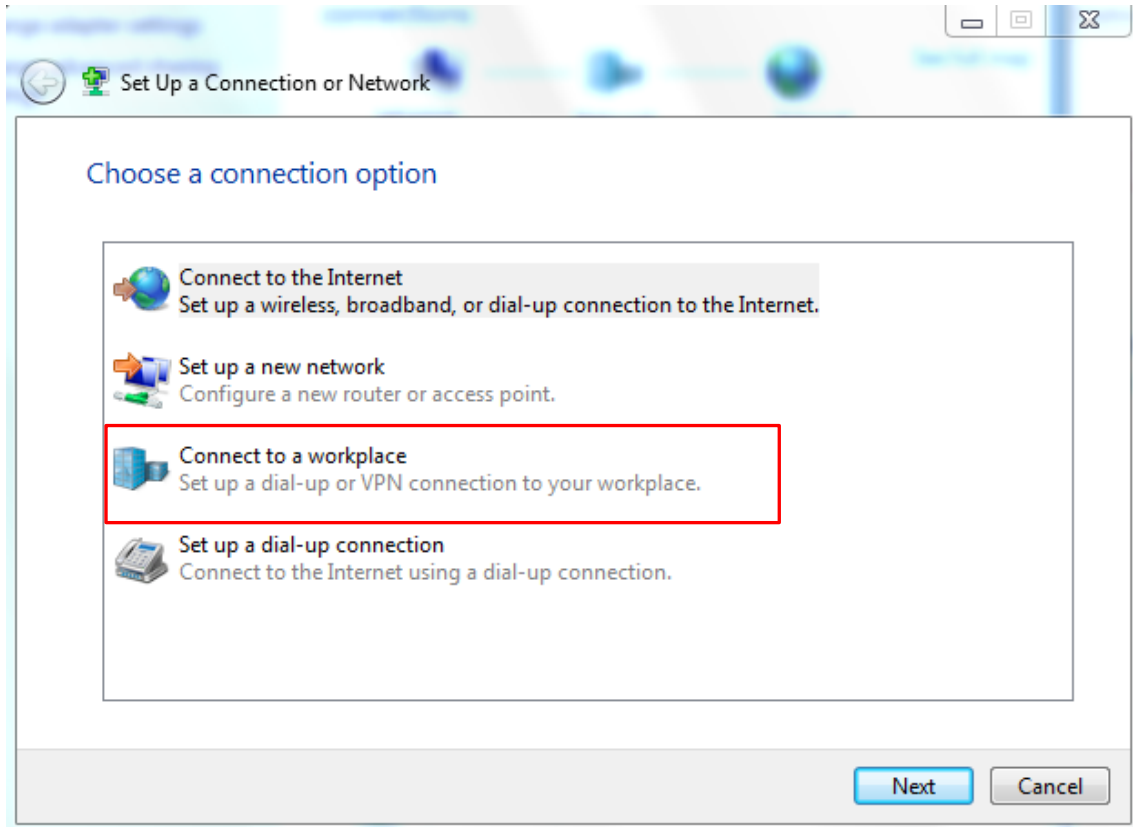


Setting up a new connection

This will open the "Set Up a Connection or Network" window which will allow you set up your VPN network.

2 Set Up a Connection or Network

When the “Set Up a Connection or Network” window is opened select “Connect to a Workplace” and then click “Next”.



The first page of the “Set Up a Connection or Network”

In the next window select “No, create new connection” if it has not already been selected. Then click “Next”.

After this select “Use my Internet connection (VPN)”

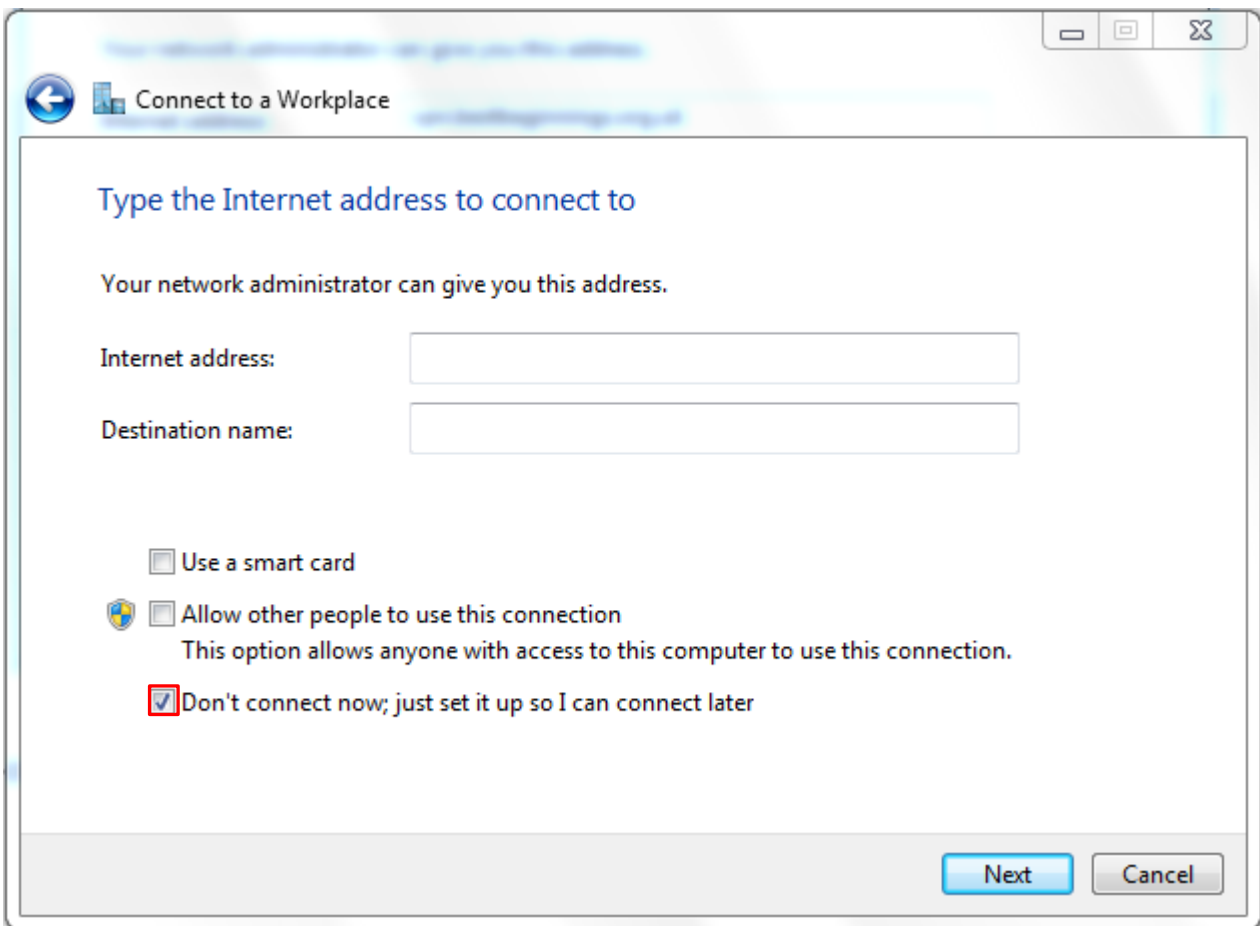
3 Internet Address

For connecting to a VPN you will need to enter the specific Internet address for your network.

In the “Internet address” box enter your network address, this may come in the form of “vpn.yournetwork.org/com/co.uk/etc.” or in the form of an ip address such as “x.y.a.b”.

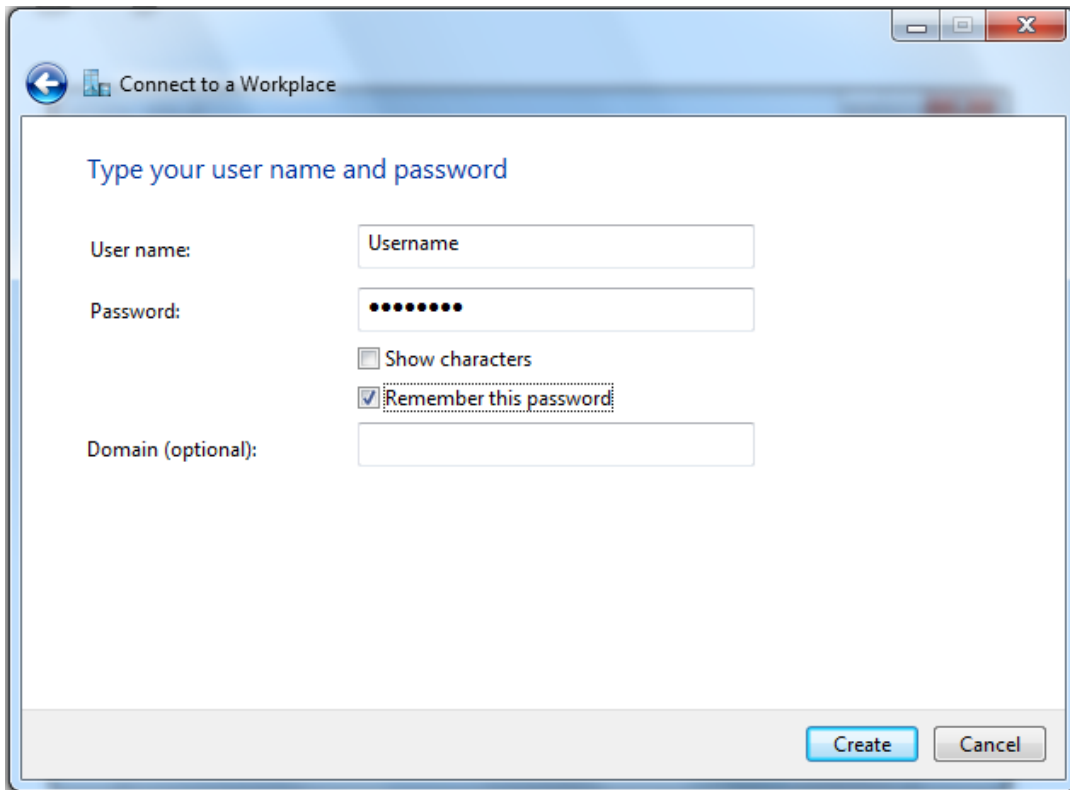
In the “Destination name” box you may enter any name for the network, though it is recommended that you enter something that clearly describes it.

The box should look something like this:



Entering the Internet address and Destination name to the network

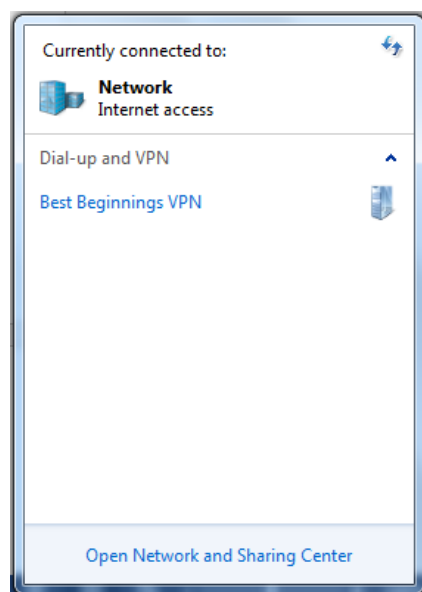
Make sure to check “Don’t connect now; just set it up so I can connect later” then leave the other options as they are and click “Next”.



Login using your personal login details

On the next window enter your personal login details, check “Remember this password” and proceed by clicking “Create”. On the next window select “Close” and not “Connect Now”.

Click on the network icon that you use for either your wired or wireless internet in your bottom right hand corner. You should now see the network among any others you might have.



Your network connections

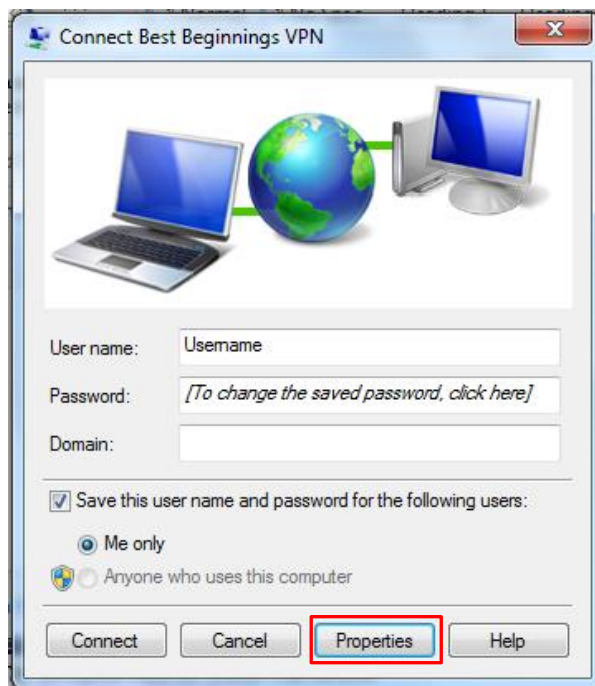
4 Allowing Remote Access

Finally you will need to set the network to allow remote access. In the network window you opened before click on the VPN connection you created and select "Connect".



Accessing the properties of your network

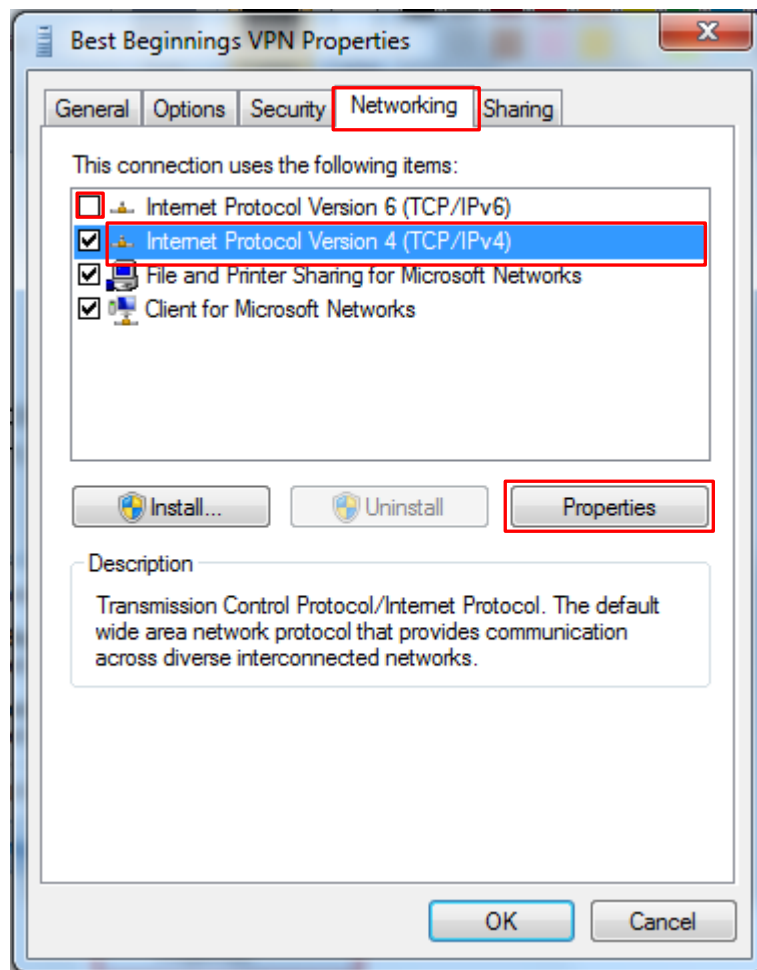
In the next window that appears before connecting to the network select "Properties".



Before connecting select "Properties"

In the Window that opens after selecting “Properties” select the “Networking” tab at the top. Firstly deselect the item “Internet Protocol Version 6 (TCP/IPv6)” by clicking the tick box next to it.

Then highlight the option “Internet Protocol Version 4 (TCP/IPv4)” by clicking on it. And finally select the “Properties” button. These items must be selected in this order



The VPN Properties window with the correct tab, item and button highlighted in red

In the next window that opens leave the settings as they are and simply select “Advanced”.



Obtain an IP address automatically
 Use the following IP address: _____
IP address: _____

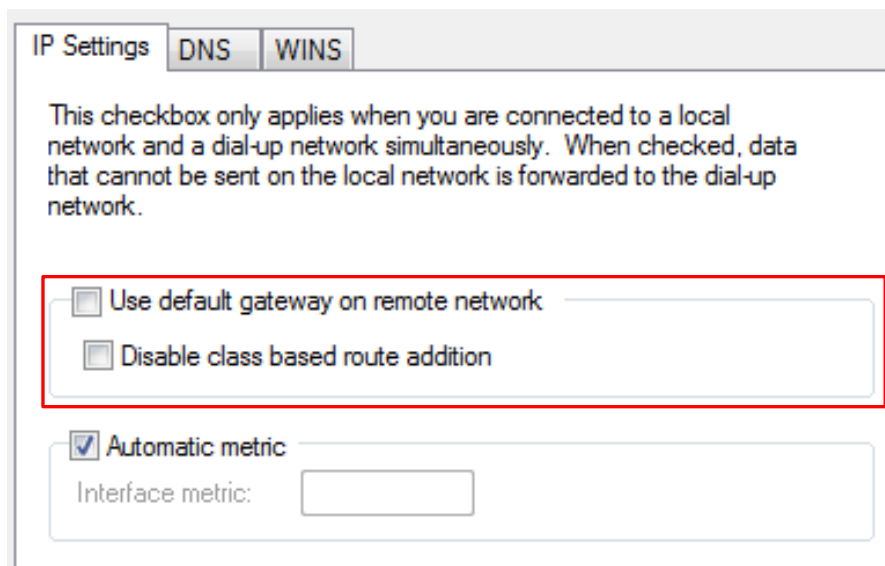
Obtain DNS server address automatically
 Use the following DNS server addresses: _____
Preferred DNS server: _____
Alternate DNS server: _____

Advanced...

The IPv4 options should not be changed, select the highlighted “Advanced” button

In the final window “Advanced TC/IP Settings” stay on the “IP Settings” tab.

Deselect the option for “Use default gateway on remote network”.



IP Settings DNS WINS

This checkbox only applies when you are connected to a local network and a dial-up network simultaneously. When checked, data that cannot be sent on the local network is forwarded to the dial-up network.

Use default gateway on remote network _____
 Disable class based route addition

Automatic metric _____
Interface metric: _____

The “Advanced TC/IP Settings window” shown with “Use default gateway on remote network” deselected as is necessary.

Once the option has been unchecked select the “OK” buttons on each window you have opened.

You may now select the “Connect” button in the Connect window to connect to the network.