

ANC

Information Services

Service Desk Guides

Connecting To VPN & RDP – Home Computer – Windows 7

Table of Contents

About this document	3
Summary of changes	3
Getting Connected	4
Remote Connection to Company Computer	11

About this document

This document will provide information on creating a Microsoft Point to Point Tunneling Protocol (PPTP) VPN to ANC. The PPTP VPN does not require any additional software to provide access to your ANC desktop.

Summary of changes

This section records the history of significant changes to this document. Only the most significant changes are described here.

Version	Date	Author	Description of change
1.0	03/17/2020	Regan Smith	Initial version

Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

<u>This document is for a Windows 7 operating system on your home computer</u> <u>To complete the set up from home, you need your "Computer name". IS can provide your</u> <u>computer name or your manager can request it.</u>

Getting Connected

1. To start the setup, you must have internet connection from your home desktop or laptop. Once you have internet, please click the "**Start**" button, followed by the "Control Panel":



2. Once in the Control Panel, select "View by: Small Icons". This will sort the applets by name, and then click "Network and Sharing Center":



3. In the "Network and Sharing Center", click "Setup up a new connection or network":

ntrol Panel Home	View your basic network informat	tion and set up conn	ections	
anage wireless networks	N	- 🏠	🎱	See full map
ange adapter settings ange advanced sharing settings	BLANK (This computer)	Network 9	Internet	
	View your active networks			- Connect or disconnect
	Network 9 Home network		Access type: Internet HomeGroup: Joined Connections: U Local Area Co	onnection
	Change your networking settings	network d. dial-up. ad hoc. or V	PN connection: or set up a router	or access point.

4. In the "Set Up a Connection or Network" screen, select "Connect to a workplace":

	Set up a new connection or network
-	Set up a wireless, broadband, 🖑 I-up, ad hoc, or VPN connection; or set up a router or access point.

5. Once in the "Connect to a Workplace" screen, select "No, create a new connection":



6. Under "How do you want to connect?", select "Use my Internet connection (VPN)": How do you want to connect?

→ Use my Internet	connection (VPN)		
Connect using a virt	ual private network (VPN) o	onnection through the Internet.	
-			

7. The Internet address to connect to is **KEL.ANC365.com** (not case sensitive and **be sure to add the period after KEL**):

Type the Internet address to connect to				
Your network administrator can give you this address.				
Internet address:	kel.anc365.com			
Destination name:	VPN Connection			

8. Then ensure "**Don't connect now; just set it up so I can connect late**r" is checked on the same screen:



- 9. And press "Next".
- 10. In the "**User name**" field type "**thenewsgroup\yourusername**", and in the "**Password**" field type your password. You can keep the "**Show Characters**" box check if needed. Press "**Create**":

, c	onnect to a Workplace		
6	Connect to a Wor	kplace	
	Type your user name	and password	
	<u>U</u> ser name:	1 thenewsgroup\myusername	
	Password:	2 mypassword	
		3 Show characters	
		<u>Remember this password</u>	
	Domain (optional):		
			R
			4 Create Cancel

11. When the ready to use panel appears, please select "Close":

🞚 🖁 Connect to a Workplace	_ 🗆 🗵
🕝 🜆 Connect to a Workplace	
The connection is ready to use	
🍋 ——— 💵	
Connect now	
R	<u>. </u>
	Close

12. This should return to the "Network and Sharing Center" select "Change adapter settings":



13. In the "Network Connections" screen, Right Click on "My Office" and select "Properties":



Connecting To VPN & RDP – Home Computer – Windows 7

	My office			R	C
- Star	Disconnected WAN Miniport (Connect Status		Z	is T
	Wireless Netwo Not connected	Set as Default Conne	ection	N N	/i la
× all	Intel(R) Centrir	Create Copy		м	lio
		Create Shortcut			
		Properties			

14. Select the "Security" tab from the "My Office" panel:

My office Properties	X
General Options Security Networking Sharing	
Host name or IP address of destination (such as microsoft.com or 157.54.0.1 or 3ffe:1234::1111):	
The second s	
First connect	ור

15. Click the drop down for the "Data encryption" field:

Type of VPN: Point to Point Tunneling Protocol (PPTP) Advanced setting: Data encryption: Require encryption (disconnect if server declines) No encryption allowed (server will disconnect if it requires encryption)	Type of VPN: Point to Point Tunneling Protocol (PPTP) Advanced setting Data encryption: Require encryption (disconnect if server declines) No encryption allowed (server will disconnect if it requires encrypt Optional encryption (connect even if no encryption) Require encryption (disconnect if server declines)	ieneral Options Security Networking Security Security Networking Security Security	Sharing İ
Point to Point Tunneling Protocol (PPTP) Advanced settings Data encryption: Require encryption (disconnect if server declines) No encryption allowed (server will disconnect if it requires encryption)	Point to Point Tunneling Protocol (PPTP) Advanced setting Data encryption: Require encryption (disconnect if server declines) No encryption allowed (server will disconnect if it requires encryption Optional encryption (connect even if no encryption) Require encryption (disconnect if server declines)	Type of VPN:	
Data encryption: Require encryption (disconnect if server declines) No encryption allowed (server will disconnect if it requires encryption Optional encryption (connect even if no encryption)	Data encryption: Require encryption (disconnect if server declines) No encryption allowed (server will disconnect if it requires encryption Optional encryption (connect even if no encryption) Require encryption (disconnect if server declines)	Point to Point Tunneling Protocol (PPTP)	
Require encryption (disconnect if server declines) No encryption allowed (server will disconnect if it requires encryption Optional encryption (connect even if no encryption)	Require encryption (disconnect if server declines) No encryption allowed (server will disconnect if it requires encrypt Optional encryption (connect even if no encryption) Require encryption (disconnect if server declines)	Data encryption:	Advanced settings
No encryption allowed (server will disconnect if it requires encrypti Optional encryption (connect even if no encryption)	No encryption allowed (server will disconnect if it requires encrypt Optional encryption (connect even if no encryption) Require encryption (disconnect if server declines)	Require encryption (disconnect if server dec	lines)
the second s	Require encryption (disconnect if server declines)	No encryption allowed (server will disconned	t if it requires encrypti ryption)

- 16. And select "Require encryption" and click Ok.
- 17. Once back to the Network Connections panel, right click on "My Office", and select "Connect":



18. In the Connect "My Office" panel, confirm your username is correct, enter your password and click "Connect":

5	Connect My	office	×
>	User name:	myusemame	-
	Password: 2	•••••	
	Do <u>m</u> ain:	THENEWSGROUP	
	Save this us	er name and password for the following users:	
	C Melo <u>n</u> ly ��C <u>A</u> nyone	who uses this computer	
(3 Connect	Cancel Properties <u>H</u> elp	

19. When the VPN connects to "My office" successfully, the icon will show "Connected":



20. When needed, to disconnect from ANC, right click on "My Office" and select "Disconnect":



21. To check the status of the VPN or determine your IP address on the ANC network, right click on "My office" connection and select "Status":



22. This will show the "My office status" panel and click "Details":



23. The IP address of the VPN connection is shown as "IPv4 Address":



24. Click "Close" twice to return to the "Network Connections" panel. Click the Red "X" to close the "Network Connections" panel as needed.

Remote Connection to Company Computer

1. To create the Remote Desktop Connection to your Desktop, click the "Start" button:



2. Followed by the "Accessories" folder. In the "Accessories" folder, select "Remote Desktop Connection":



3. When the "Remote Desktop Connection" panel appears, click "Show Options":



4. This will show the full "**Remote Desktop Connection**" panel. Click "**Advanced**" on the top right to show the Server Authentication field:

🔩 Remote Des	sktop Connection	_ 🗆 ×
	emote Desktop Connection	
General Displa Server auther Server auther rec pol if s	ay Local Resources Programs Experience Advantication river authentication verifies that you are connecting to the remote computer. The strength of the verification uired to connect is determined by your system security icy. erver <u>a</u> uthentication fails: am me	nced ne 2

5. Click the "If server authentication fails" drop down and select "Connect and don't warn me":



 Followed by the "General" tab, where you enter the computer name your manager or IShelpdesk provided you. An example would be "rchdtfinwk99.thenewsgroup.com" ← thenewsgroup.com is critical. Enter your username in the "User name" field and check the "Allow me to save credentials" box:

🖫 Remote	Desktop Connection	<u>_ ×</u>
	Remote Desktop Connection	
General	Display Local Resources Programs Experience	Advanced
1	Enter the name of the remote computer.	
	Computer: mycomputername.thenewsgroup.c	om 💌
2	User name: myusemame	
3	You will be asked for credentials when you connect	a.
	Allow me to save credentials	₽ D

7. Followed by the "Save As" box to save your "Remote Desktop Connection" to your Desktop:



8. Then click "Connect" to be connected to your ANC Desktop.

All of your applications and files are still on your computer at work. Your home computer monitor is simply operating as the screen for your computer at work. Work as you were sitting at work with no changes.