

ANC

Information Services

Service Desk Guides

Connecting To VPN & RDP – Home Computer – Windows 10

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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
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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.

Getting Connected

1. To start the setup, you must have internet connection from your home desktop or laptop. Once you have internet, please "**Open Network & Internet Settings**" by right clicking on the Network connection on the bottom right of your taskbar. This is usually near the clock.



2. Which opens the Settings screen:

Settings		-	×
යි Home	Status		
Find a setting	Network status		
Network & Internet			
🖱 Status	cedar Private network		
🕼 Wi-Fi	You're connected to the Internet		
문 Ethernet	If you have a limited data plan, you can make this network a metered connection or change other properties.		
🛱 Dial-up	Change connection properties		
% VPN	Show available networks		
z_{U}^{n} Airplane mode	Change your network settings		
(q) Mobile hotspot	Change adapter options		
🕒 Data usage			
Proxy	For the networks you connect to, decide what you want to share.		
	Network troubleshooter Diagnose and fix network problems.		
	Windows Firewall		

3. In the settings screen, please click VPN on the left hand. This will open the VPN setup panel. At the top of the VPN setup panel, you will see the "Add a VPN Connection" button:



- 4. Click the "+" sign to begin setting up the VPN.
- 5. In the VPN tab, you will set the type of VPN, enter the Name of the connection, the address of the VPN and Save it.

Settings		
	Add a VPN connection	
	VPN provider	_
	~	J
	Connection name	
]
	Server name or address	
]
	Type of sign-in info	

6. First, select the VPN provider as shown below:



7. Then name the connection. In this case, the suggested name used is "The Office":

Add a VPN connection	
VPN provider	
Windows (built-in)	\sim
Connection name	
The Office	×

8. Then add the Server name or address as shown below (Be careful to include the period after KEL):

Add a VPN connection
VPN provider
Windows (built-in) 🗸 🗸
The connection name that you specified already exists. Connection name The Office
Server name or address
Kel.ANC365.com
Point to Point Tunneling Protocol (PPTP)

9. The remaining boxes can be left blank and appear similar to the image below:

Add a VPN connection
VPN provider
Windows (built-in) V
The connection name that you specified already exists. Connection name
The Office
Server name or address
Kel.ANC365.com
VPN type
Point to Point Tunneling Protocol (PPTP)
Type of sign-in info
User name and password \sim
User name (optional)
Password (optional)

10. And press Save. This will return you to the VPN panel.



11. Towards the bottom of the VPN panel under "Change your network settings" select "Change adapter options":



12. Right click on "My office" and select "Properties":

	ANAUA MILLIPOLE (PP 1P)
	My Office Disconnected WAN Miniport (12TP)
	Connect / Disconnect
	Status
	Set as Default Connection
	Create Copy
	Create Shortcut
٠	Delete
V	Rename
۲	Properties

13. The click the "Security" tab on the "My Office Properties":

My Office Properties	\times
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):	
Kel.ANC365.com	
First connect	
Windows can first connect to a public network, such as the Internet, before trying to establish this virtual connection.	
Dial another connection first:	
~	

14. In the "Data Encryption" field, select the drop down for "Require encryption (disconnect if server declines)":



Then click the "Ok button.

15. Close the panel with red X button on the top right:



16. With the VPN saved, you can now open the VPN from the Network connections in the taskbar. Left click the network connection to show the connection panel:



17. Click on "The Office" and the click "Connect":

		^
欢 The Office		
9		
	Connect	
	-	

18. This cause a "Sign In" prompt to appear:

Windows Security	×
Sign in	
User name	
Password	
Domain:	
ОК	Cancel

19. Please enter the domain name "thenewsgroup\" with the back slash and your username:

Windows Security	×
Sign in	
thenewsgroup\myusername	
mypassword	୕
Domain: thenewsgroup	
ОК	Cancel

- 20. Then your password and press "OK".
- 21. When you make a successful connection, "The Office" will appear similar to below with the word "connected":



22. To disconnect from the VPN, click on the Network Connection:



24. This concludes the setup of the VPN portion.

Remote Connection to Company Computer

We now must now set up a connection to run your desktop computer through a Remote Desktop Profile. Please make sure your Manager has provided you your "computer name" detail for your desktop at work before beginning this process.

1. To begin the set up of a connection to your desktop, Click the "Search Box" near the Start Button:



- 2. When the Search box is open, type "Remote" (Pictured as the very bottom of the below image).
- 3. Two type of Remote Desktop will appear. Select the top one:

All	Apps	Documents	Settings	Web
Best m	atch			
-	Remote App	Desktop Conr	nection	
Apps				
😼 R	e mote De	esktop		>
🗟 C	hrome Re	emote Desktop	D	>
Search	the web			`
,∕⊂ re	mote - Se	e web results		>
Folder	s (1+)			
Setting	js (7+)			
0				
γ, re	emote			
) H	e 🖬 🧕	2 - R	i (2

4. This will open the Remote Desktop Connection appearing similar to the image below:



5. Please click "Show Options", then select Advanced:

🌄 Remote Desktop Connection					—		\times
R C	emote onne	Desk ctic	top on				
General Displa	ay Local Re	sources of the re	Experience mote compute	Advanc	ed	_	
<u>Computer:</u> <u>mycomputerna</u>				enewsgro	up.com	~	
You will be asked for credentials when you connect.							
Allow me to save credentials							
Connection set	tings						
Save the current connection settings to an RDP file or open a saved connection.							
	<u>S</u> ave		Sa <u>v</u> e As		0	p <u>e</u> n	
Hide Options	5			Co <u>n</u> r	nect	<u>H</u> el	р

6. Enter the name of your computer at ANC. Note: Your manager will provide you this detail. It will be named similar to your location. An example for a desktop in Richmond would be

RchDTFINWK99.thenewsgroup.com. Then add your username with the domain prefix "thenewsgroup\myusername". The names are NOT case sensitive. Then click the Advanced tab:

Nemote Desktop Connection		_		\times
Remote Desk	top >n			
General Display Local Resources Logon settings Enter the name of the re Computer: Examp User name: The computer name fiel name.	Experience Advant mote computer. le: computer fabrikam. d is blank. Enter a full r	com emote com	~ puter	
Connection settings Save the current connection. Saved connection.	ction settings to an RDF Sa <u>v</u> e As	^D file or ope Op	n a <u>e</u> n	
Hide Options	Co <u>n</u>	inect	<u>H</u> elp	1

7. Under the Advanced Tab, select the drop down for Server Authentication and choose "**Connect** and do not warn me.":

퉳 Remot	Desktop Connection		_		×		
N	Remote Desktop	D					
General I	isplay Local Resources Exp	erience Ac	dvanced				
Server a	hentication						
<u>Q</u>	Server authentication verifies intended remote computer. Th to connect is determined by y If server authentication fails:	that you are ne strength o our system s	connectin of the verific security po	g to the cation requi Ilicy.	red		
_	Connect and don't warn me						
Connect	om anywhere						
Configure settings to connect through Remote Desktop Gateway when I am working remotely.							
Alide O	tions		Co <u>n</u> nect	ł	<u>H</u> elp		

8. Click the General Tab to Save the Remote Desktop Profile:

🌄 Remote Desktop Connection 🛛 🗌 🗙	u want to do
Remote Desktop	A D Save As
General Display Local Resources Experience Advanced	← → • ↑ This PC → Desktop → ↓ ○ ↓ ○ Search Desktop Organize • New folder IIII • ②
Enter the name of the remote computer. Computer: mycomputername thenewsgroup.com User name: thenewsgroup)myusername You will be asked for credentials when you connect. Allow me to save credentials	Quick access Ame Date modified Type Desktop 45 Desktop 2020-03-14 7:38 PM File folder Documents Pictures Pictures Pictures Vendors Pictures Pictures Pictures
Connection settings Save the current connection settings to an RDP file or open a saved connection. Save Save As Opgn Hide Qptions Cognect Help Save the current connection settings to an KUP file or open a saved connection.	My Stuff * Ad-Hoc Data

- 9. On the General tab, click "**Save As**", then Desktop, to name your Remote Desktop Profile and select "Save". This will save the Profile to your Desktop.
- 10. Once the Remote Desktop Profile has been saved, select "**Connect**". A trust prompt will appear similar to the following image. Select "Don't ask again for connections to this computer.", and click "**Connect**"

Semote Desktop Connection					
Do yo	ou trust this remote	connection?			
This remote co before you co	onnection could harm y nnect	our local or remote computer. Make sure the	at you trust the remote computer		
Т (Т	ype:	Remote Desktop Connection			
🛛 🐼 в	emote computer:				
Don task me again for connections to this computer					
Allow the remote computer to access the following resources on my computer.					
	Clipboard	✓ Printers			
Changes to these options apply to this connection only.					
Hide Deta	ails		Co <u>n</u> nect <u>C</u> ancel		

11. Enter your password and select "OK":



- 12. You will be connected to your Desktop at ANC.
- 13. 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.