TNG|OSS

Information Services

Service Desk Guides

Connecting To VPN & RDP – Home Computer – Windows 7

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About this document

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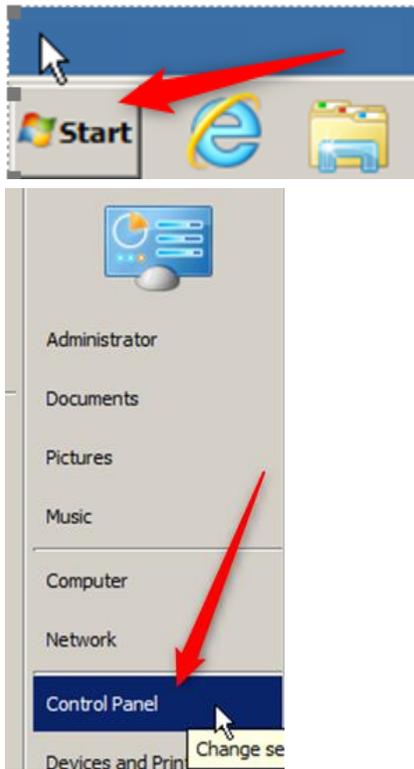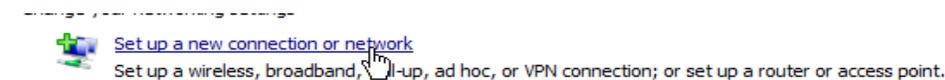

2. Once in the Control Panel, select "**View by: Small Icons**". This will sort the applets by name, and then click "**Network and Sharing Center**":
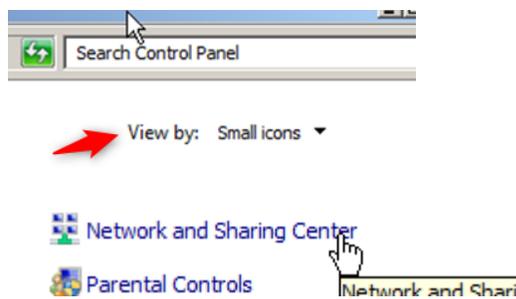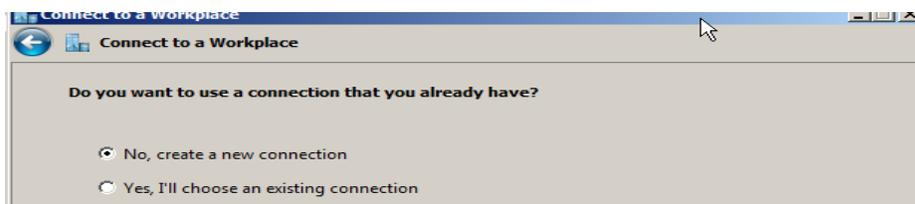
3. In the "**Network and Sharing Center**", click "**Setup up a new connection or network**":
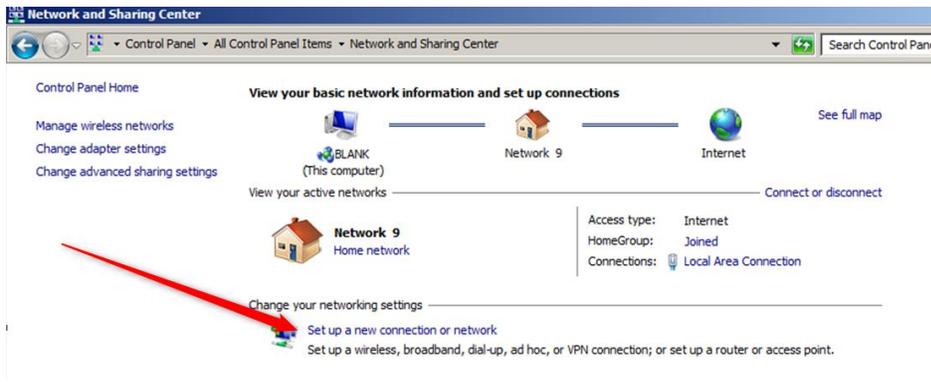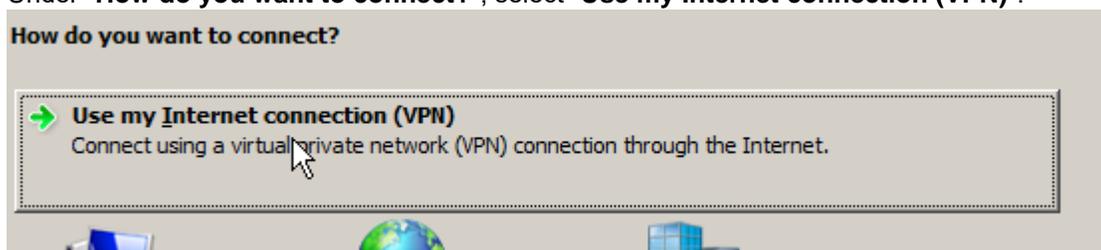

4. In the "**Set Up a Connection or Network**" screen, select "**Connect to a workplace**":

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)**":

7. The Internet address to connect to is **KEL.TNG.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.tng.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:

☑ Don't connect now; just set it up so I can connect later

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**":

Connect to a Workplace

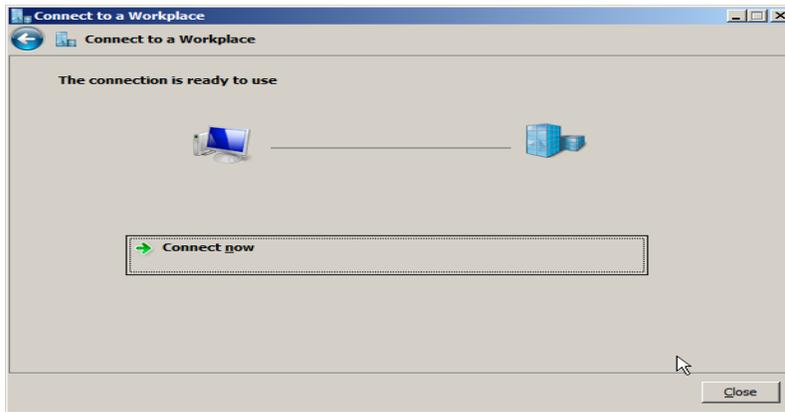**Connect to a Workplace**

Type your user name and password

User name: (1) thenewsgroup\myusername

Password: (2) mypassword

(3) ☑ Show characters

☐ Remember this password

Domain (optional):

(4) Create   Cancel

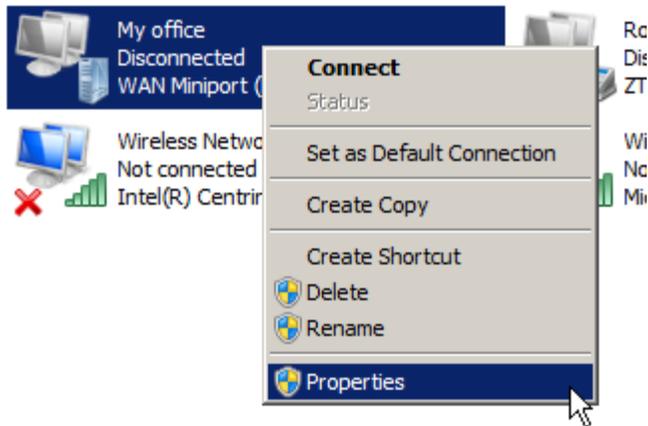11. When the ready to use panel appears, please select "**Close**":

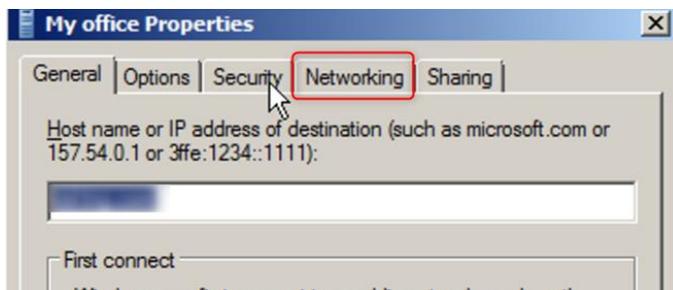12. This should return to the "**Network and Sharing Center**" select "**Change adapter settings**":

13. In the "**Network Connections**" screen, Right Click on "**My Office**" and select "**Properties**":
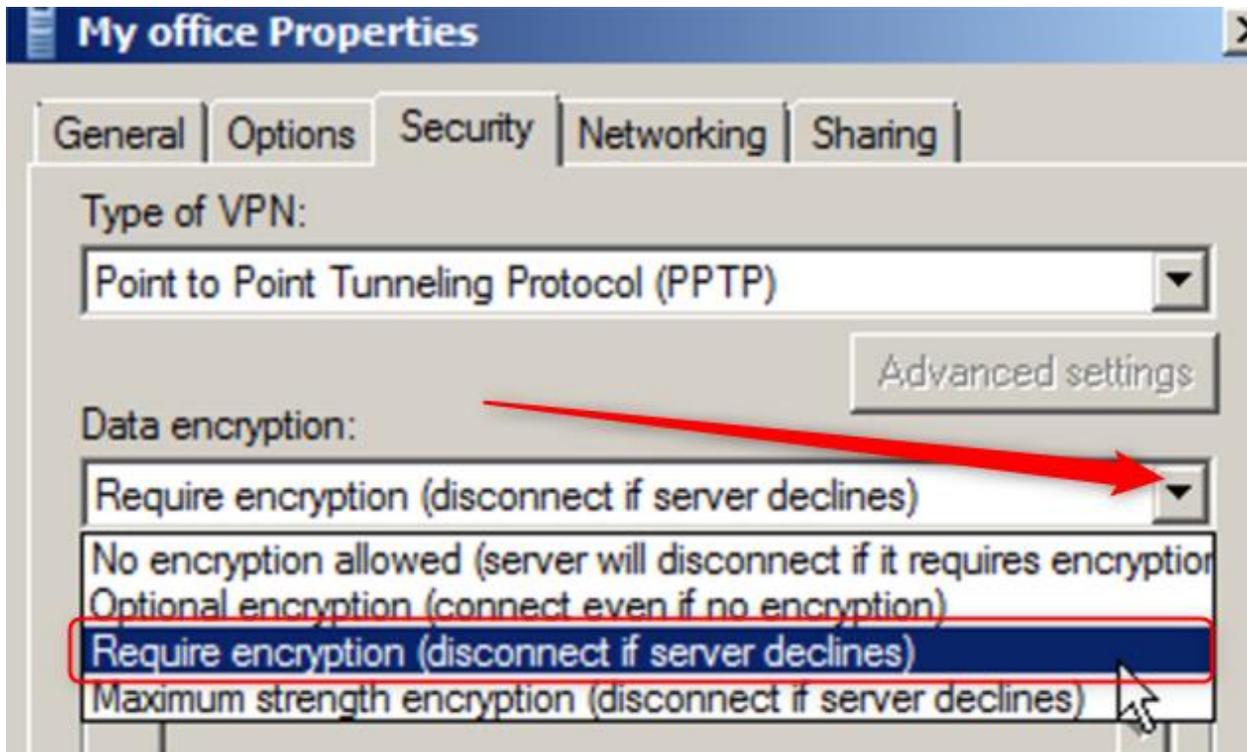
14. Select the "**Security**" tab from the "**My Office**" panel:
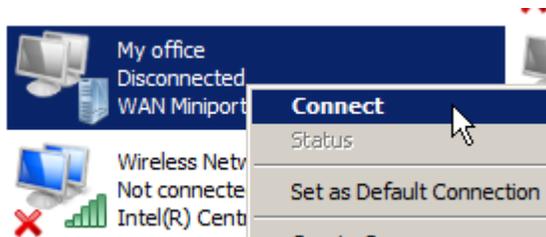

15. Click the drop down for the "**Data encryption**" field:
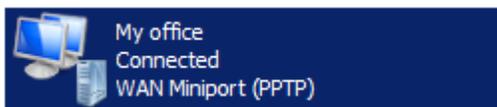
16. And select "**Require encryption**" and click Ok.

17. Once back to the Network Connections panel, right click on "**My Office**", and select "**Connect**":
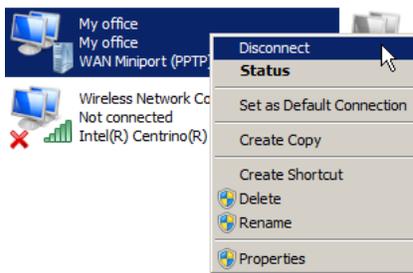

18. In the Connect "**My Office**" panel, confirm your username is correct, enter your password and click "**Connect**":
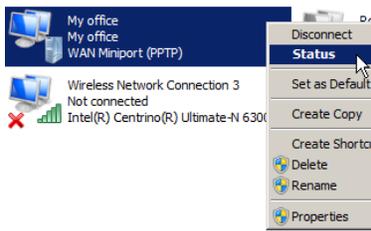

19. When the VPN connects to "**My office**" successfully, the icon will show "**Connected**":
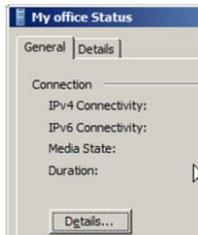
20. When needed, to disconnect from TNG, right click on "**My Office**" and select "**Disconnect**":
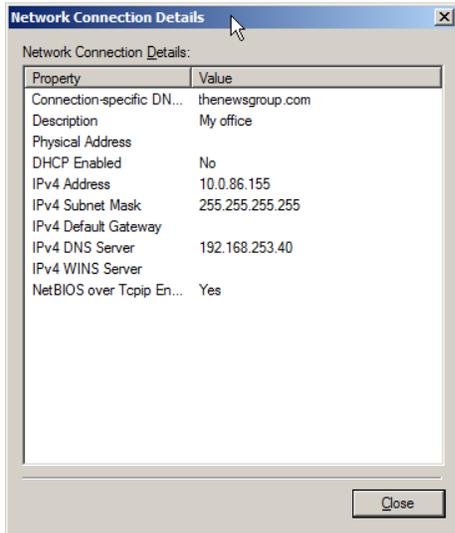
21. To check the status of the VPN or determine your IP address on the TNG network, right click on "**My office**" connection and select "**Status**":

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.
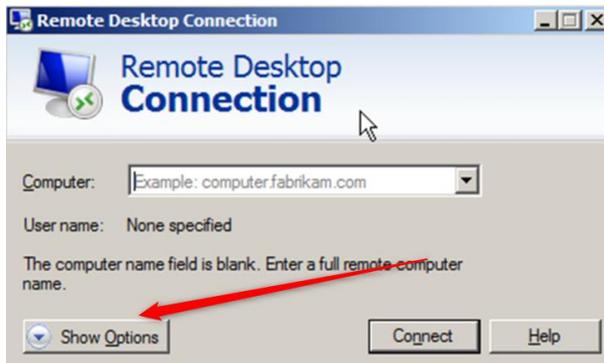
Remote Connection to Company Computer

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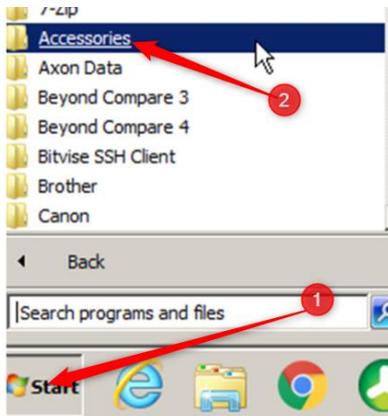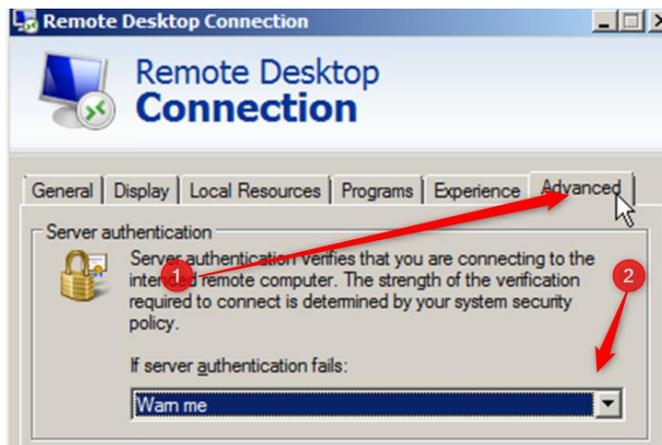

2. Followed by the "Accessories" folder. In the "**Accessories**" folder, select "**Remote Desktop Connection**":
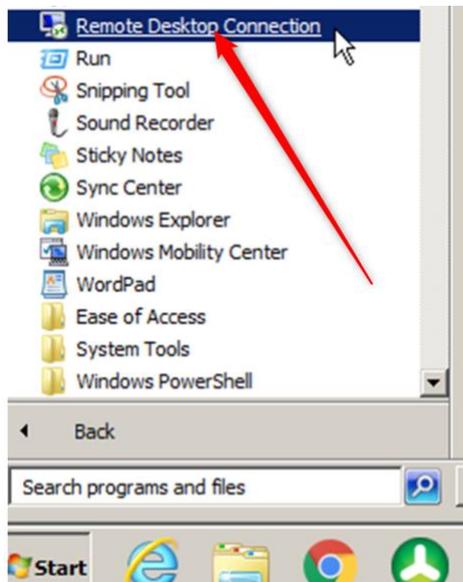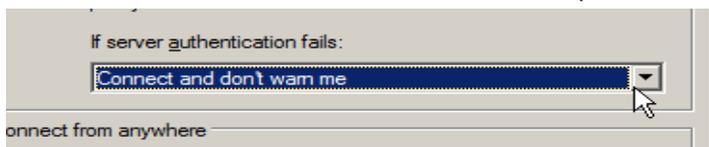
3. When the "**Remote Desktop Connection**" panel appears, click "**Show Options**":

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


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

6. 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:

7. Followed by the "**Save As**" box to save your "**Remote Desktop Connection**" to your Desktop:
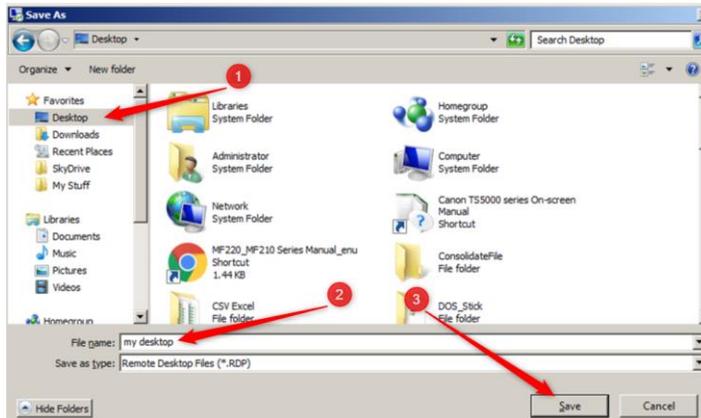
8. Then click "**Connect**" to be connected to your TNG Desktop.

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.