



TNG | OSS

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 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

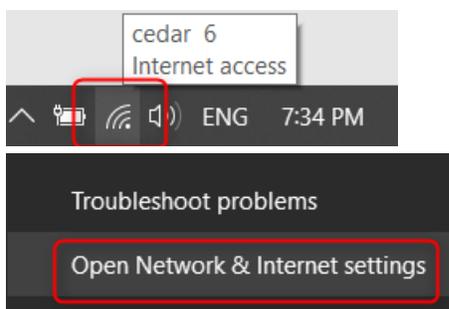
Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

This document is for a Windows 10 operating system on your home computer
Note: if you have a computer at home but it is not a window10 please contact your manager for further details on next steps.

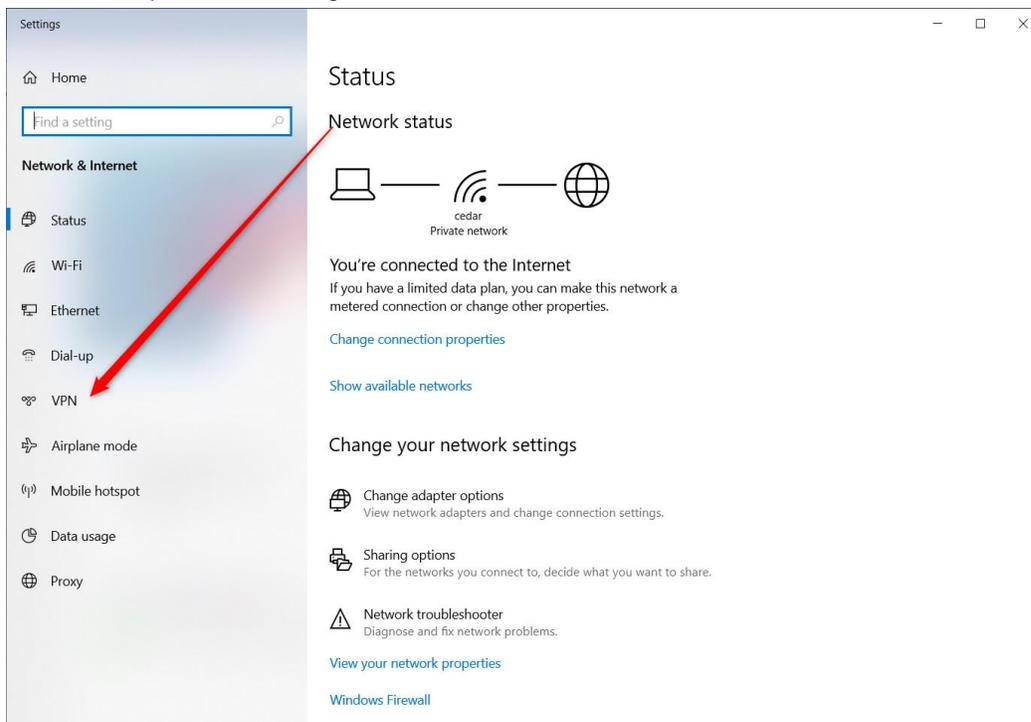
To complete the set up from home, you need your “Computername”. IS can provide your computer name or your manager can request it

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.



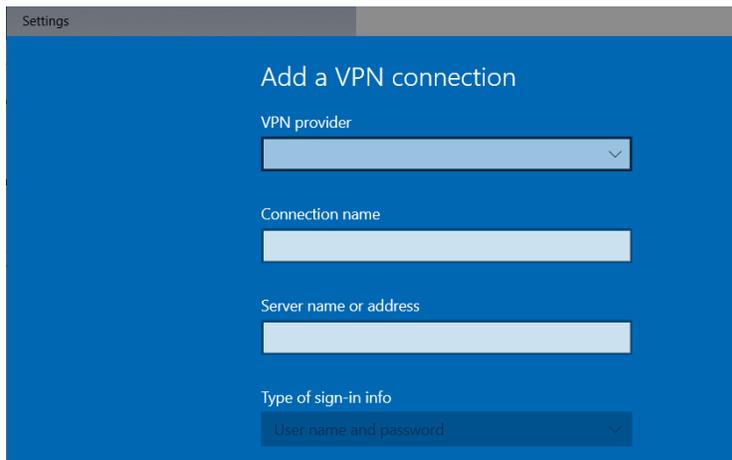
2. Which opens the Settings screen:



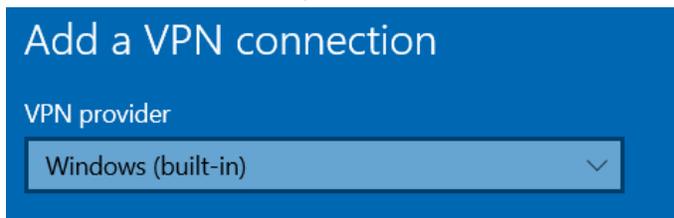
3. In the settings screen, please click VPN on the left hand. This will open the VPN setup panel. At the top of the VPN setup panel, you will see the “**Add a VPN Connection**” button:



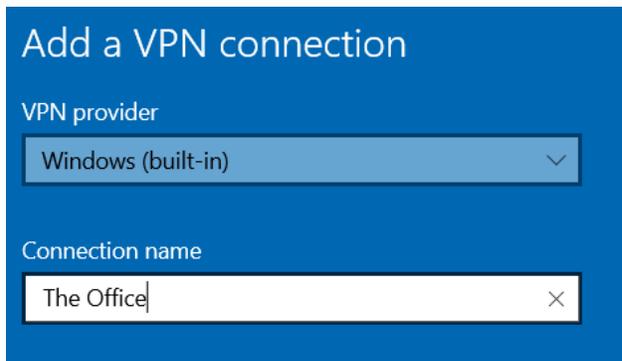
4. Click the “+” sign to begin setting up the VPN.
5. In the VPN tab, you will set the type of VPN, enter the Name of the connection, the address of the VPN and Save it.



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



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

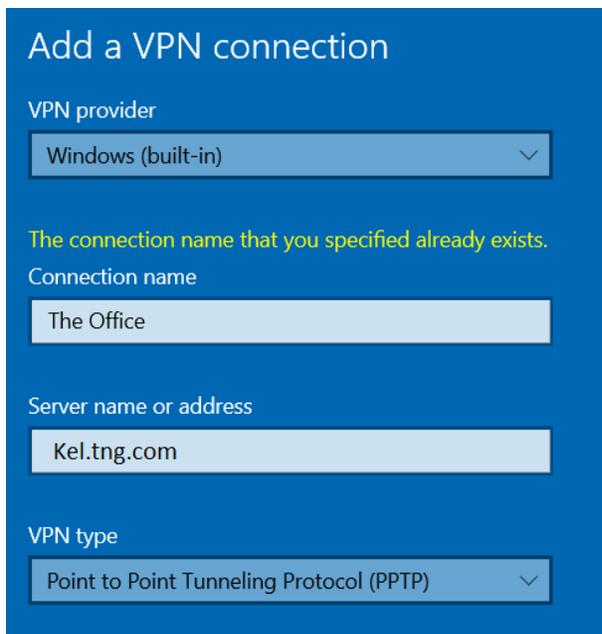


Add a VPN connection

VPN provider
Windows (built-in) ▾

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.tng.com

VPN type
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) ▾

The connection name that you specified already exists.

Connection name
The Office

Server name or address
kel.tng.com

VPN type
Point to Point Tunneling Protocol (PPTP) ▾

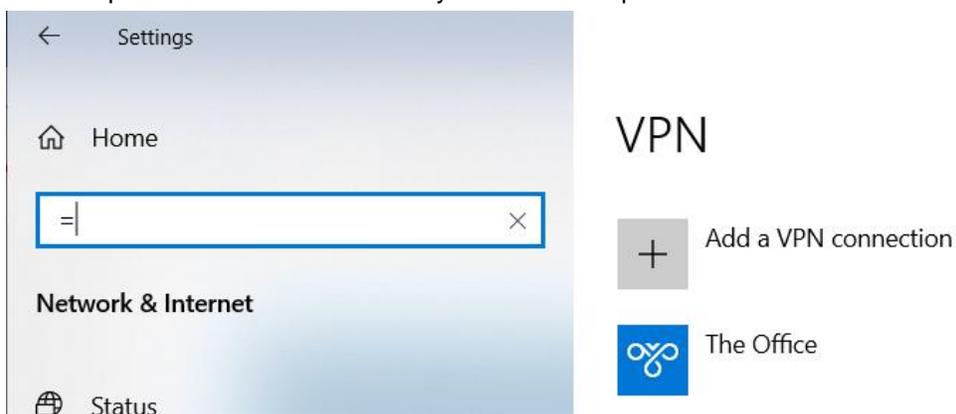
Type of sign-in info
User name and password ▾

User name (optional)
[Empty field]

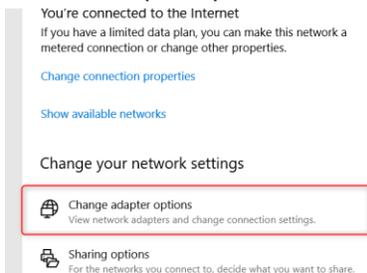
Password (optional)
[Empty field]

Save

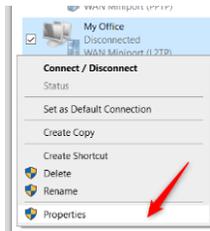
10. And press **Save**. This will return you to the VPN panel.



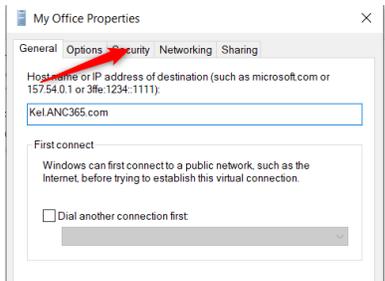
11. Towards the bottom of the VPN panel under “Change your network settings” select “Change adapter options”:



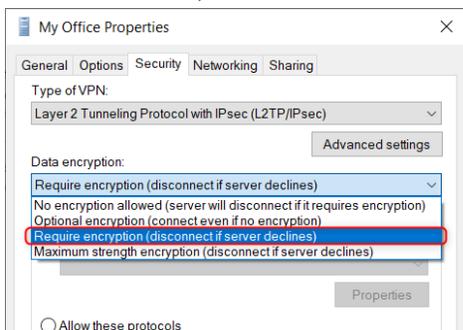
12. Right click on “My office” and select “Properties”:



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



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

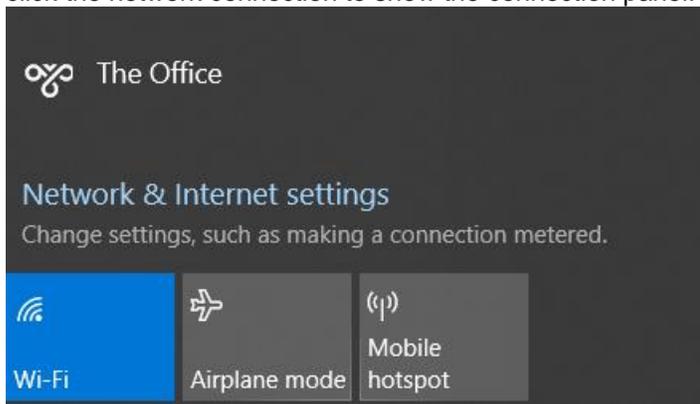


Then click the “Ok button.

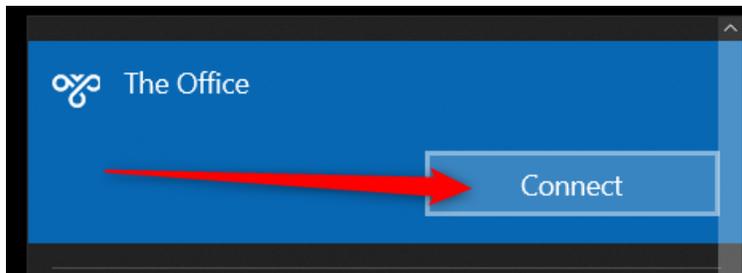
15. Close the panel with red X button on the top right:



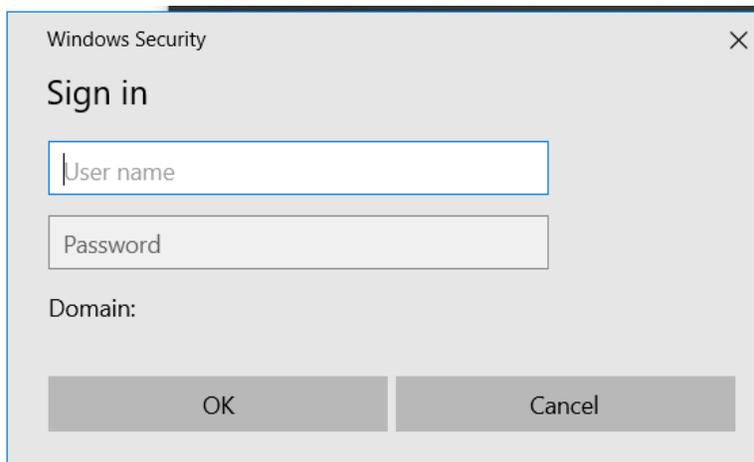
16. With the VPN saved, you can now open the VPN from the Network connections in the taskbar. Left click the network connection to show the connection panel:



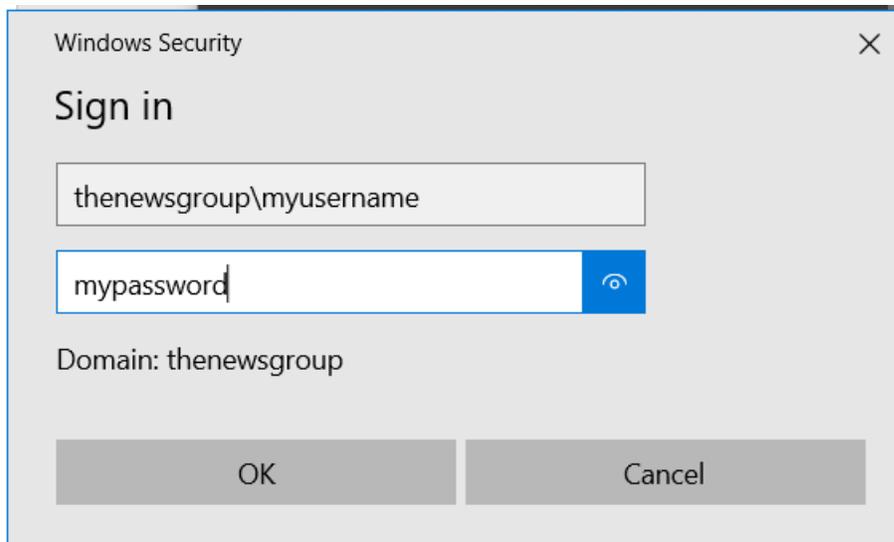
17. Click on "The Office" and the click **Connect**:



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

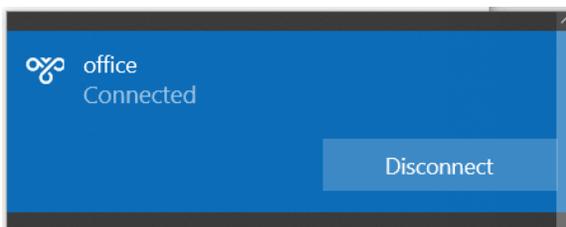


19. Please enter the domain name "thenewsgroup\" with the back slash and your username:

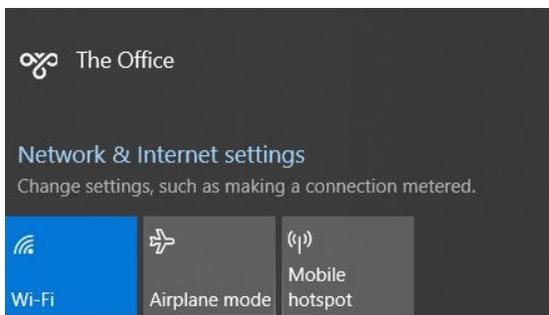


20. Then your password and press **“OK”**.

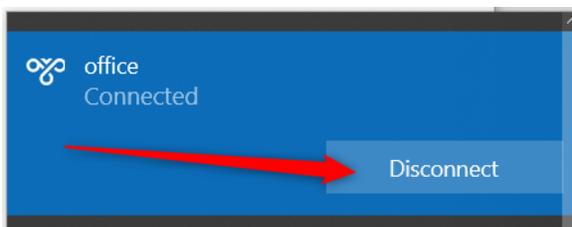
21. When you make a successful connection, “The Office” will appear similar to below with the word **“connected”**:



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



23. Can click Disconnect:

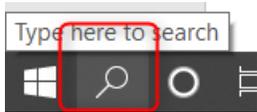


24. This concludes the setup of the VPN portion.

Remote Connection to Company Computer

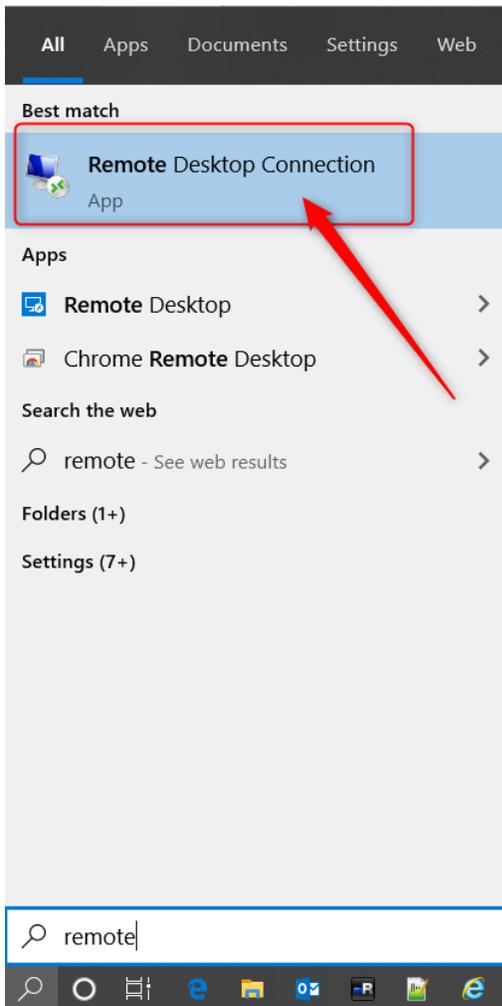
We now must now set up a connection to run your desktop computer through a Remote Desktop Profile. Please make sure your Manager has provided you your “computer name” detail for your desktop at work before beginning this process.

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).

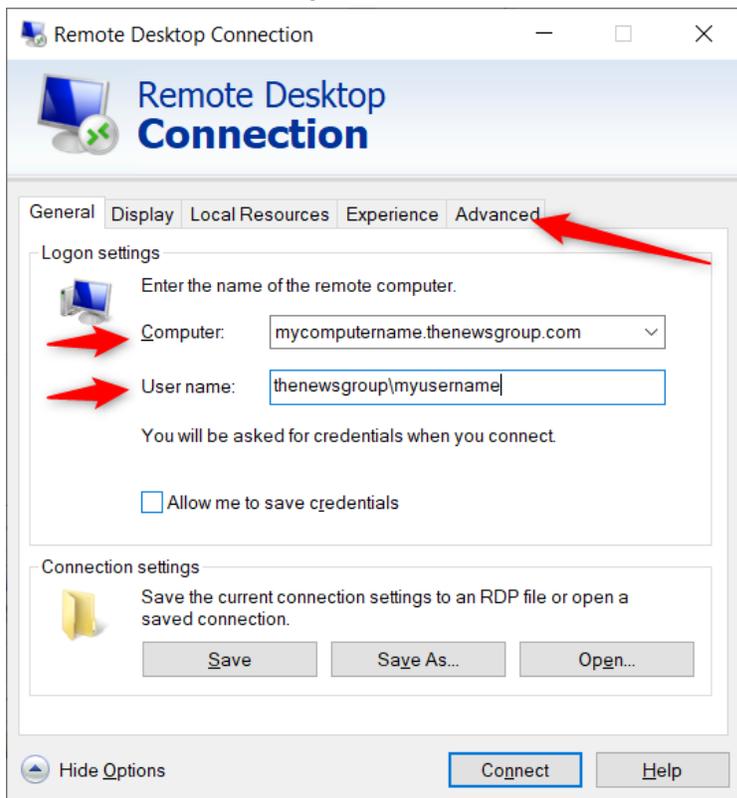
3. Two type of Remote Desktop will appear. Select the top one:



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

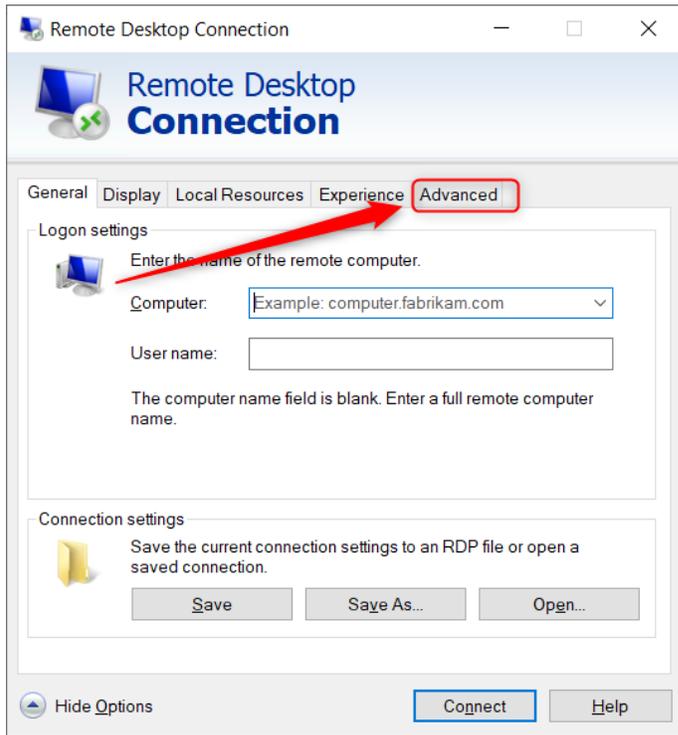


5. Please click **“Show Options”**, then select Advanced:

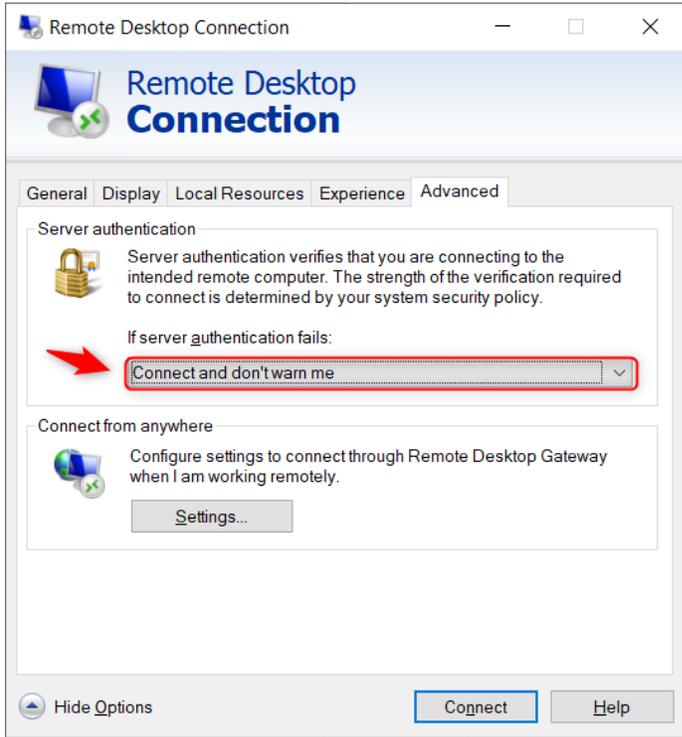


6. Enter the name of your computer at ANC. Note: Your manager will provide you this detail. It will be named similar to your location. An example for a desktop in Richmond would be

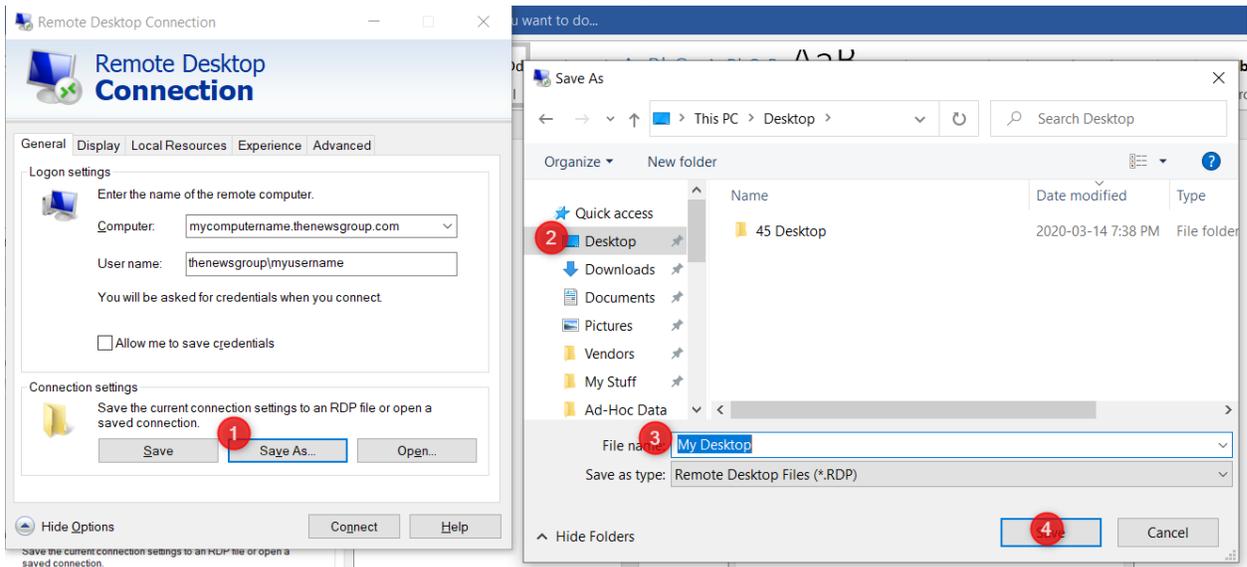
RchDTFINWK99.thenewsgroup.com. Then add your username with the domain prefix **“thenewsgroup\myusername”**. The names are NOT case sensitive. Then click the Advanced tab:



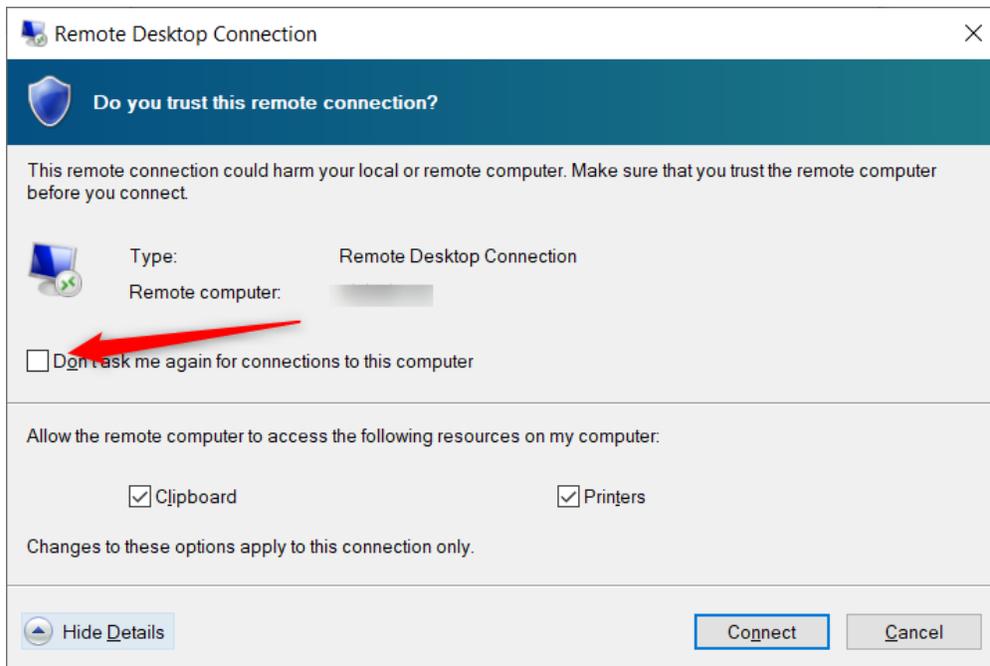
- Under the Advanced Tab, select the drop down for Server Authentication and choose **“Connect and do not warn me.”**:



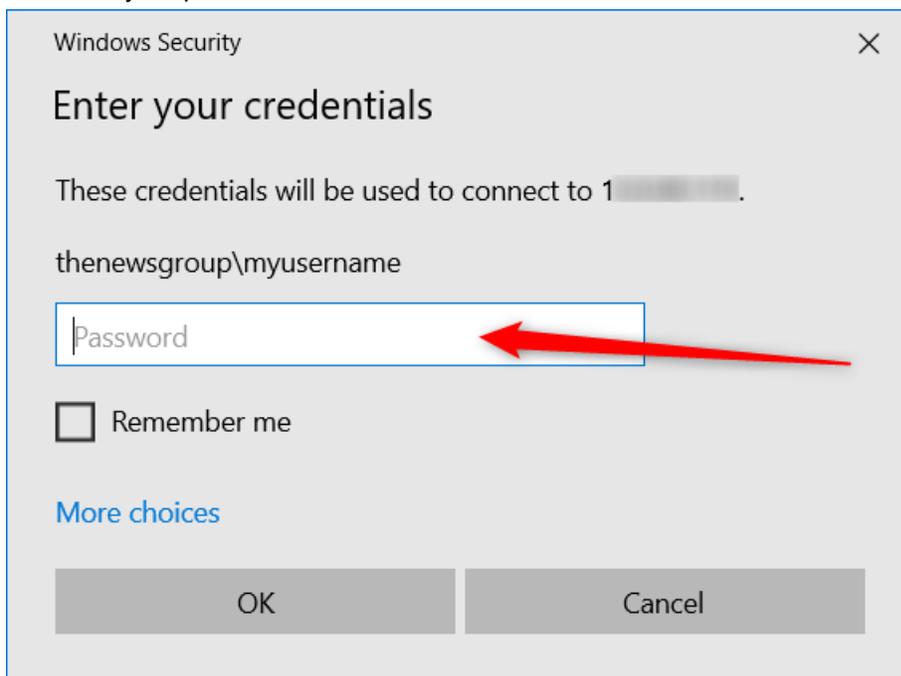
- Click the General Tab to Save the Remote Desktop Profile:



- 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.
- 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”**



- 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.