



VPN and Remote Desktop Connection Instructions

The following contains instructions on steps to configure and use a VPN (Virtual Private Network) connection. These steps are specific to connecting to a VPN server (vpn.mdeca.org) located at MDECA and then creating a remote desktop connection to MDECA staff's desired workstations.

The instructions are based on the Windows XP Professional Operating System.

Information includes:

- I) VPN Configuration for Office Workstation
- II) Obtaining IP Address of your Office Workstation
- III) Setup of VPN connection for machine at home
- IV) Establish Connection to VPN.MDECA.ORG
- V) Setup Remote Desktop Connection
- VI) Establish Connection to Your Office Desktop After Initial Configuration

I) VPN Configuration for Office Workstation

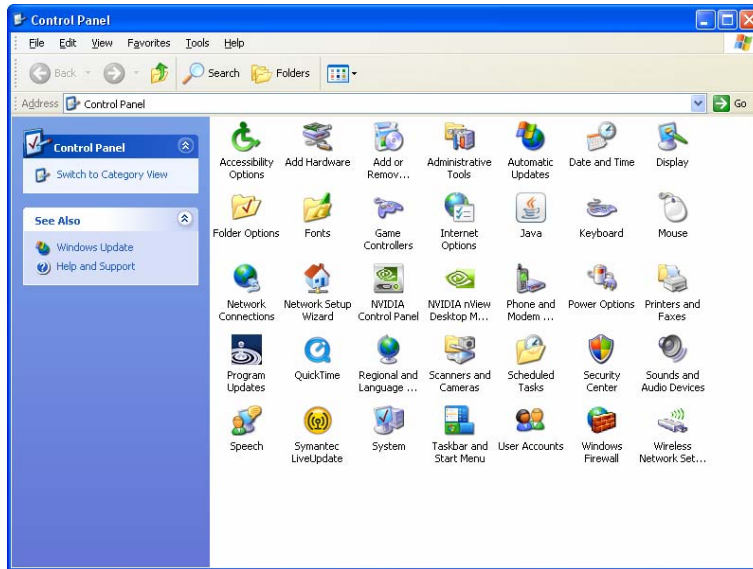
1) To begin, click on the 'start' button...



2) Select 'Control Panel'...



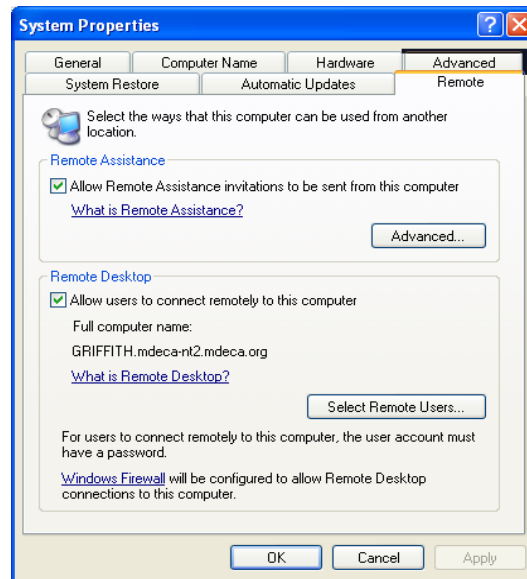
3) Select 'System'...



4) Select the 'Remote' tab



5) Make sure the box next to “Allow users to connect remotely to this computer” under Remote Desktop, on your office workstation is checked. Click in this box if necessary so that checkmark is visible and then click OK.



This ends the setup required on your office workstation. However, you will need to know the IP address of your office workstation when you configure your home workstation during the Remote Desktop steps. See Section II, ‘**Obtaining IP Address of your Office Workstation**’ that follows or skip directly to section III ‘**Setup of VPN Connection For Machine at Home**’, if you already know your office machine’s IP address.

NOTE: Don’t forget to leave your office machine powered on for the occasions that you want to use VPN.

Also, you may need to check with your School’s Technology Coordinator for approval to do this. For security reasons, access to control panels or the allowance of incoming connections to your desktop could be disabled, so it is a good idea to communicate with your Technology Coordinator prior to doing this.

II) Obtaining IP Address of your Office Workstation

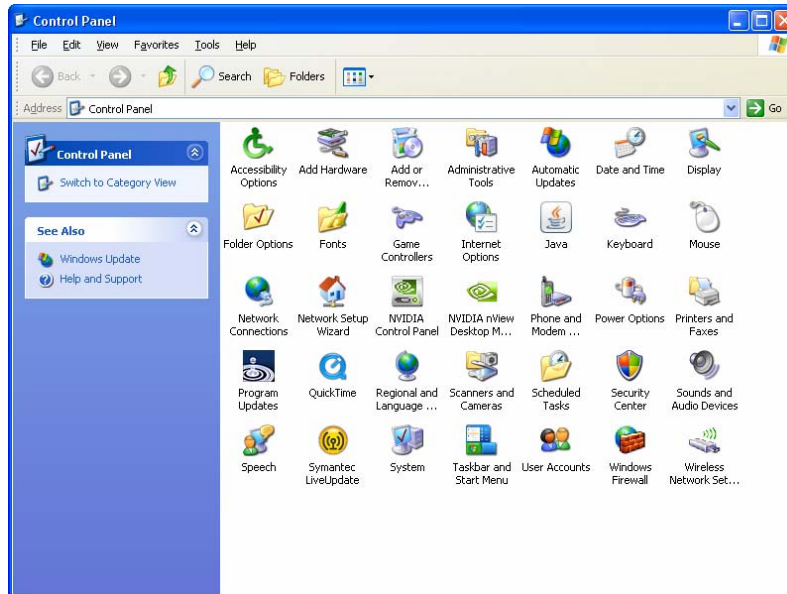
1) Click on Start button



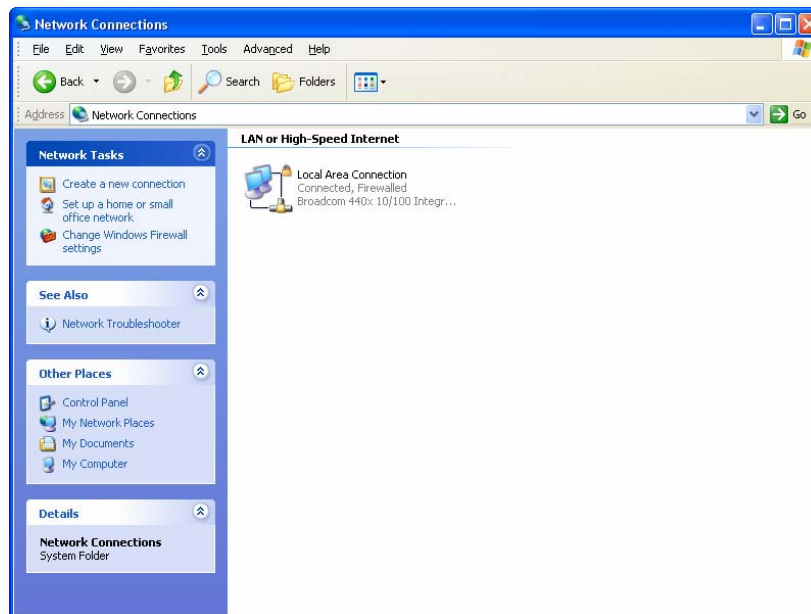
2) Select control Panel



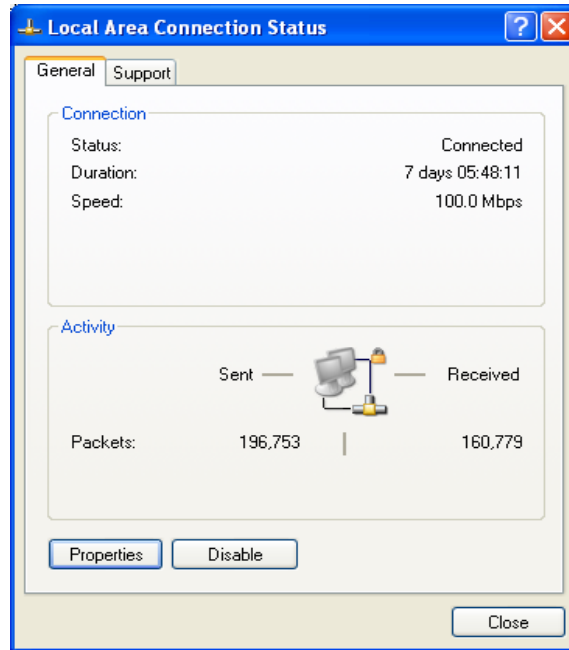
3) Select Network Connections



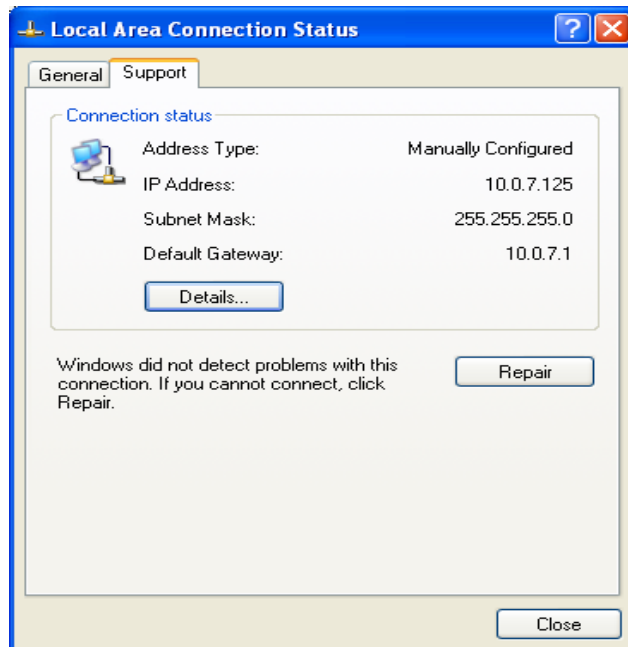
4) Select Local Area Connection



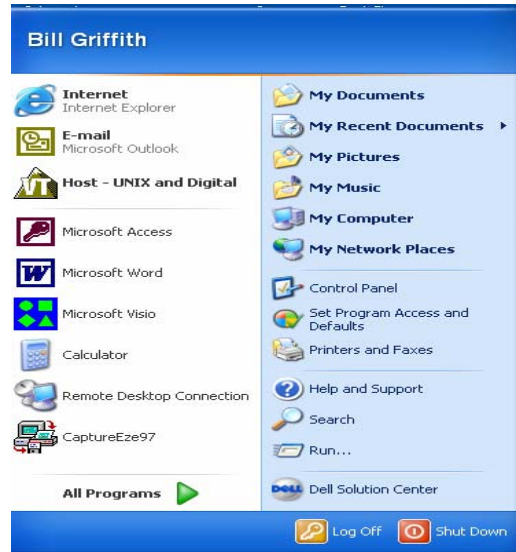
5) Click on the SUPPORT tab



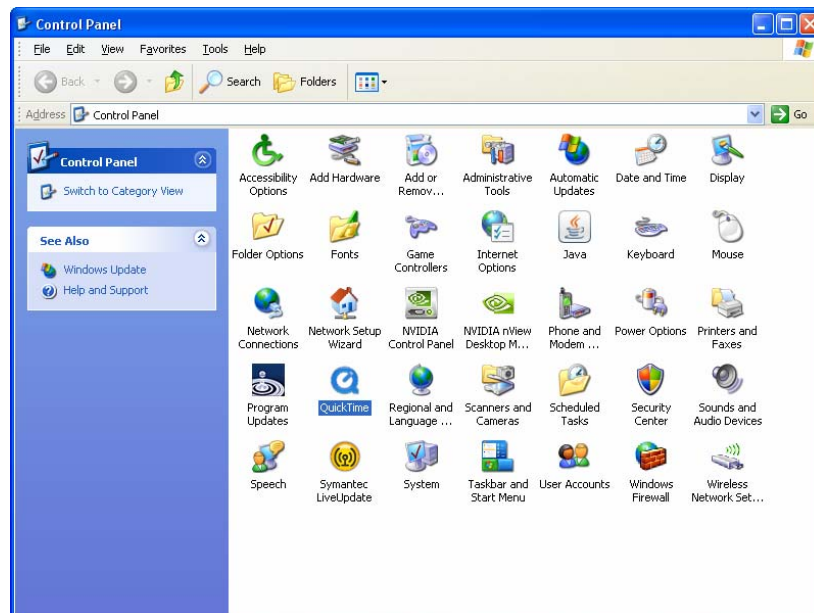
6) Click on the DETAILS button



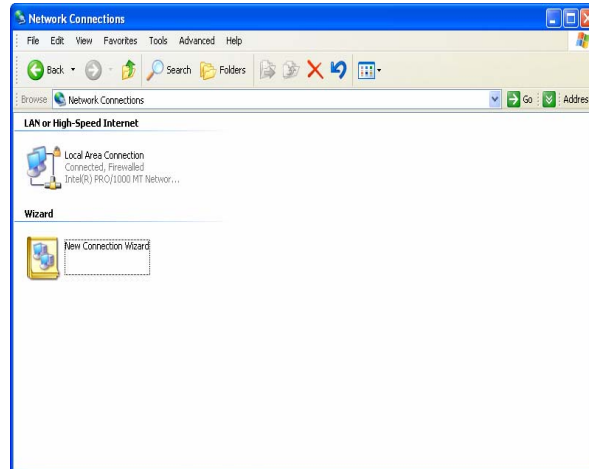
2) Select Control Panel



3) Select Network



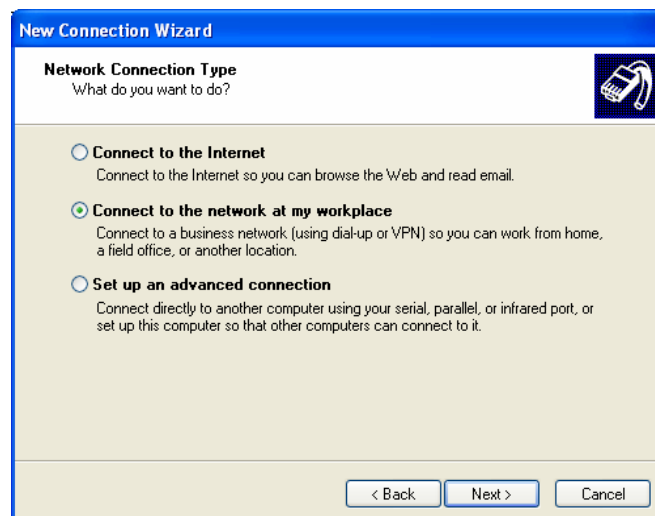
4) Select New Connection Wizard



5) Click on 'next'



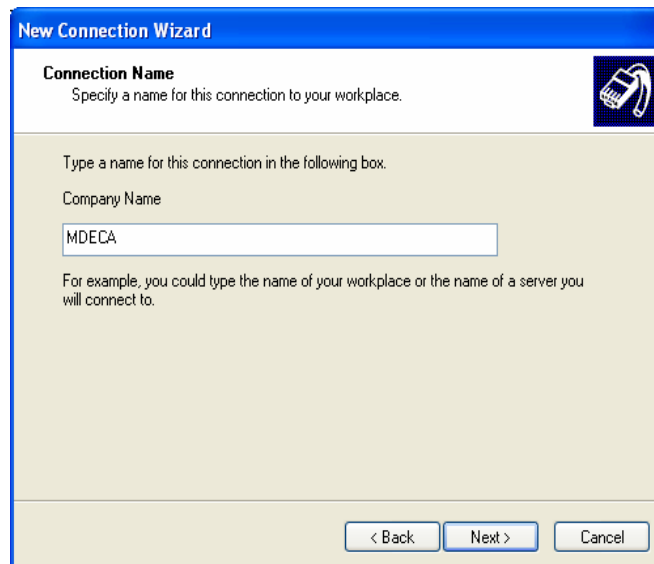
6) Click on the circle 'Connect to the network at my workplace' and then click on Next.



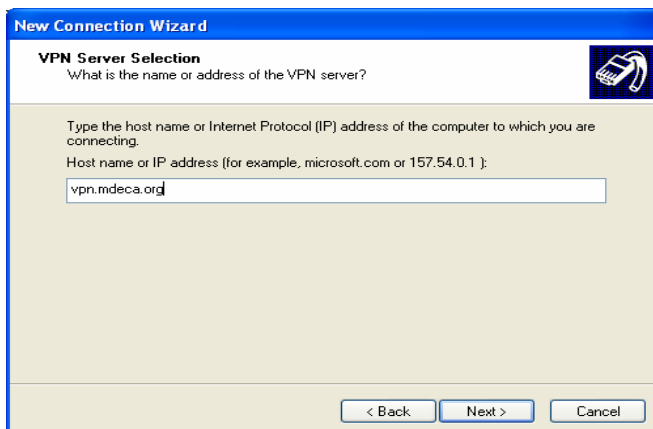
7) Click on the circle 'Virtual Private Network Connection' and then click on Next.



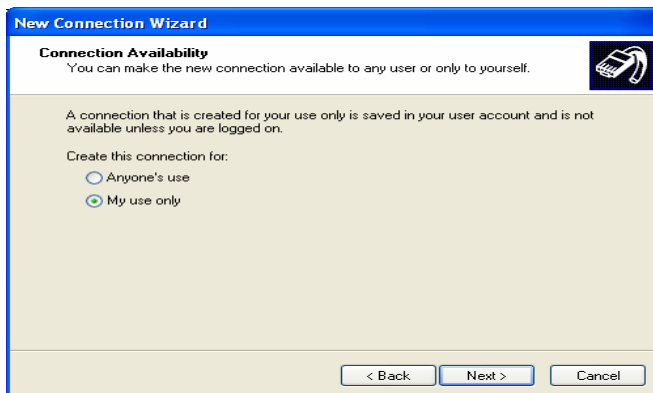
8) Click in 'Company Box' and type your School name (informational only) and then click Next. (MDECA was used in example below).



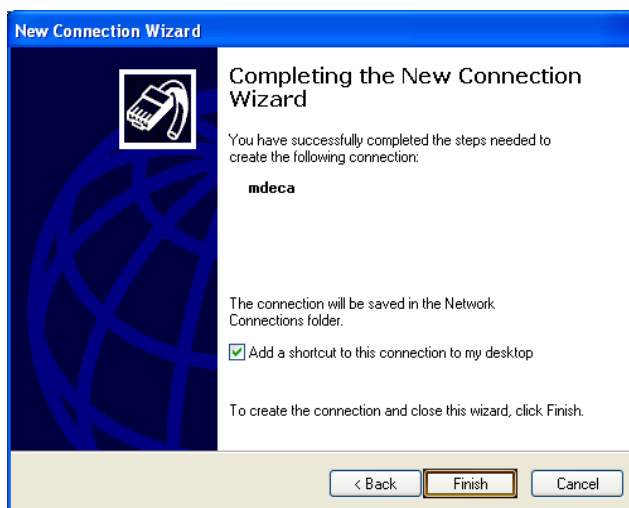
- 9) Click in 'Host name or IP' box and type vpn.mdeca.org and then click Next.



- 10) Click on circle next to 'my use only' and then click Next.



- 11) Click in the box 'Add a shortcut to this connection to my desktop'.
Click the Finish button.



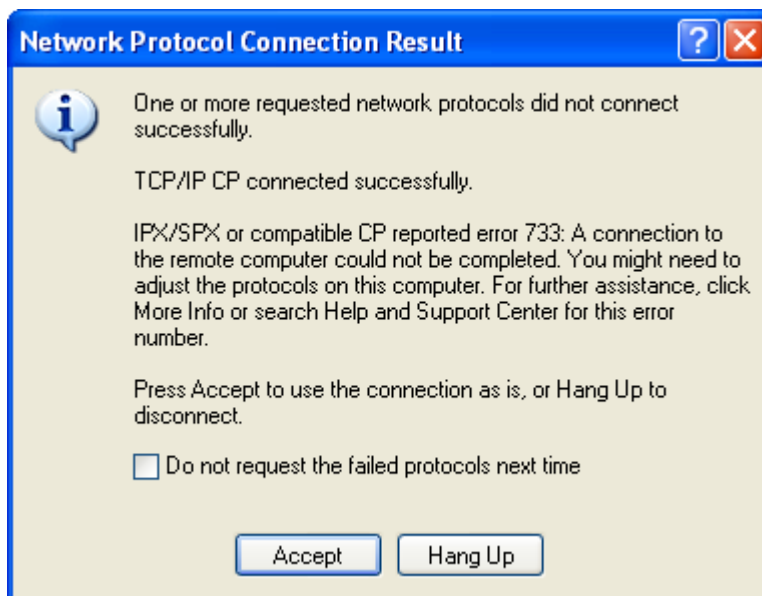
12) You will now be prompted to connect to a VPN server.
Subsequent connections can be done by double clicking on
the MDECA ICON located on your desktop.

IV) Establish Connection to VPN.MDECA.ORG

1) Enter username and password as assigned and then click on Connect button,
to establish connection to VPN server.



2) You may receive this informational message, if so simply click 'accept'



3) You should now be successfully connected to MDECA's VPN server.

The next step is to create your Remote Desktop Connection.

V) Setup Remote Desktop Connection

The steps in this section will setup your initial Remote Desktop Connection and then prompt you to connect to your remote desktop.

See 'Establish Connection to Your Office Desktop After initial Configuration' section that follows for instructions for subsequent remote desktop connections.

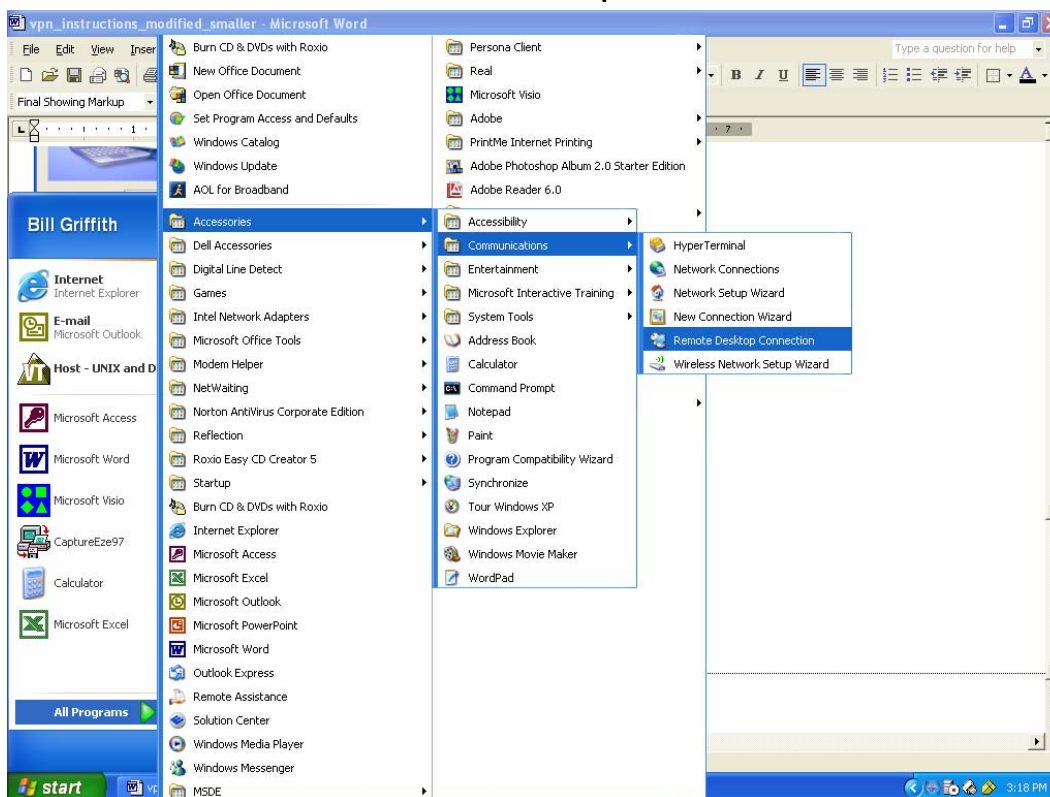
1) Click Start

Select All Programs

Select Accessories

Select Communication

Select Remote Desktop Connection



2) Supply IP address obtained earlier and click connect.
(this was from section II, step 7). The IP address of 10.255.255.125 is used as
an example. Your IP address will be different.



Skip to step 4 in Section VI, 'Establish Connection to Your Office Desktop After initial Configuration'.

VI) Establish Connection to Your Office Desktop After initial Configuration

1) To connect to your office desktop, click on start



2) Select Remote Desktop Connection



3) Enter the IP address obtained earlier, from section II, step 7, and then click on connect.



4) The screen should go black. A small window will appear at top that displays the IP address being connected to.

A window will appear that requires you to enter your Windows username and password. After entering this information, you should now be connected to your office desktop.

5) To disconnect from your office desktop, click on start and select logoff



6) To disconnect from VPN server, double click on MDECA icon that is on desktop.



7) Click on Disconnect button

