

Staff VPN set up guide for Windows

This simple guide will enable you to set up a VPN connection to the school network. This ensures security on the connection which is important given the sensitive nature of the data and applications.

Requirements

While still on the school network please make sure you have the CyberHound certificate installed and trusted before continuing. When on the local network, browse to <http://cert.localnetwork.zone> from your device and follow the instructions. If offsite, please contact _____ for assistance.

Windows 10 Version: **1607** (Redstone 1) or later.

Configuration

To create a new VPN Connection:

1. Go to **Settings > Network & Internet > VPN**
2. Click on the "**Add a VPN Connection**"
3. Fill in the details as follows:
 - o VPN Provider: **Windows (Built-in)**
 - o Connection name: **Enter a meaningful name (e.g. Office VPN)**
 - o Server name or address:
 - o VPN type: **IKEv2**
 - o Type of sign-in info: **Username and password**
 - o Username: Your **Username**
 - o Password: Your **Password**
4. Click **Save** once above details are completed.
5. Click on your newly created VPN and click **Connect**.

The screenshot shows the 'Add a VPN connection' window in Windows. The fields are filled as follows:

- VPN provider: Windows (built-in)
- Connection name: VPN
- Server name or address: %sitekey%.chsecure.zone
- VPN type: IKEv2
- Type of sign-in info: User name and password
- User name (optional): username
- Password (optional): [masked]

Help

For any additional help connecting to the school network via VPN please contact: