

VPN Setup

1. Setting Up VPN For Home PC (Windows 10)

- Click on the "Start" menu in the lower left-hand corner, then "Settings."
- You will be brought to a screen with a search box. In the search box type "control panel". It will bring one result, which you should click on.
- Once in the Control Panel, go to "Network and Sharing Center". In the middle of the screen you will see "Setup a new connection or network". Click this.
- You will then be brought to a new window and you will select "Connect to a workplace" and then "Next". On the next window select "Create a new connection" and "Next". Finally click on "Use my internet connection".
- You will need to populate the following fields with the following information: under "Internet Address" type "50.198.85.61" and then make sure to check the box "Remember my Credentials". You will also need to enter a name in the "Destination name" text box. "PGCalc" or "Work" is suggested.
- After the information is entered, click "Create".

***** If this is your first time setting this up on a new Windows 10 computer, you will need to let Nick or Jonathan add a few things to make it work.

- The additional steps require a file to be installed which is located in the P:\Drive under the folder called "VPN". The file gets installed and then the computer needs to be rebooted.
- There is also a pre-shared key that needs to be input into the VPN, which Nick or Jonathan will be able to do for you. The location of where the pre-shared key is entered is under "Control Panel" -> "Network and sharing center". Click "Change adapter settings" in the left corner, right click on the VPN you just set up, and click "Properties". Once inside this window, click "Security and advanced settings". Type in the pre-shared key in this location and you are done.

2. Two Additional steps:

a) Mapping a drive


- Once connected to the VPN, go to the "Start" menu in bottom left-hand corner and then click on the file folder called "Documents".
- Once inside the "Documents" folder, click on "This PC". When you click on "This PC" you will see at the top of the page "Map network drive".

- Click on "Map network drive". Once clicked, you will scroll down and select the letter of the drive you would like to use.
- Then under the word "Folder" type one of the following paths depending on the drive you need mapped.
 - //buffalo/pgcalc
 - //buffalo/development
 - //buffalo/giftadmin
- Once you are finished entering the above information, click "Finish". It should prompt you for user name and password. After you enter your information click on "Remember my credentials", so that you won't have to enter them every time.

b) VPN shortcut

- If you would like a shortcut on your desktop for the VPN connection, go to "Control panel" → "Network and sharing center" and up in the top left-hand corner you will see the wording "Change adapter settings". Click on this. Once you're inside you will see your VPN connection. Right click on this and click "Create shortcut". It will then ask you if you would like to add shortcut to your desktop. The answer is yes.

3. Setting Up VPN for Home MAC

- Choose Apple menu > "System Preferences..." then click Network.
- Click the Add button  in the list at the left, click the Interface pop-up menu, then choose VPN.
- Click the VPN Type pop-up menu, then choose "What kind of VPN connection you want to set up?", depending on the network you are connecting to. Give the VPN service a name, then click "Create".
- You will be using "L2TP" from the drop-down menu.
- Enter the server address "50.198.85.6" and the account name for the VPN connection.
- Click "Authentication Settings", then enter the information you received from the network administrator and also the pre-shared key gets entered here.
- Click OK, then click Connect.
- If you want your VPN status on the desktop, select "Show VPN status in menu bar" to use the VPN status icon to connect to the network and switch between VPN services.