

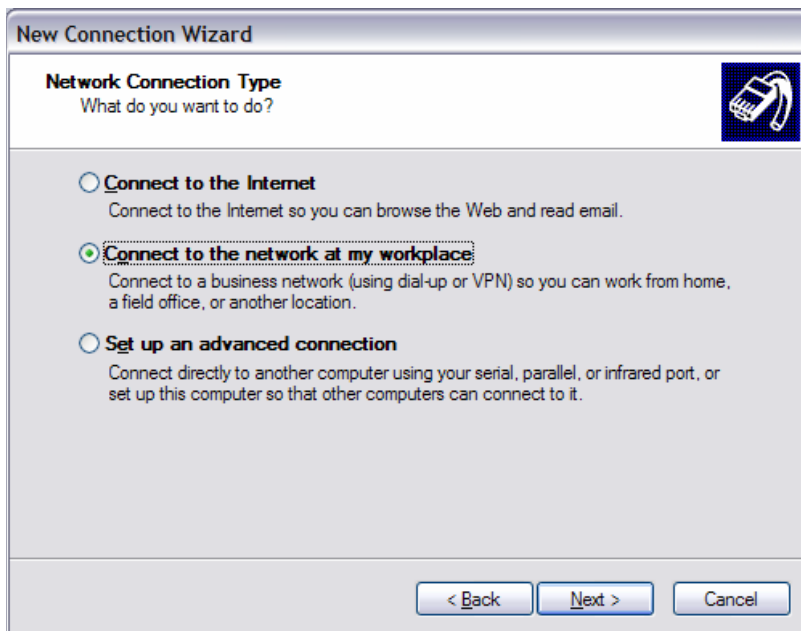
How to create a VPN Connection in Windows XP

If you've ever had a tight deadline and you're stuck at home without access to your files, you may be in luck. If your office has a VPN server set up you can use the steps in this document to gain access to those files. If you don't have a VPN (Virtual Private Network) now it's time to contact PBNJ to help you get one setup.

**A "how to" document provided to you compliments of
PBNJ Consulting Inc., your Small Office IT Service Provider.**

How to create a VPN Connection in Windows XP

1. Go to "My Network Places" and then click on "View Network Connections" (on the left blue bar).
2. Under "Network Tasks" click on "Create a new connection". This starts up the "New Connection Wizard".
3. Click the "Next" button, then click the radio button labeled "Connect to the Network at my workplace". Then click the "Next" button. See the picture below.



4. Select the radio button labeled **"Virtual Private Network connection"**. Then click the **"Next"** button. See the picture below.



5. Type in a name for the connection, for example, the name of the organization who's vpn your connecting to (where example shows "Connection Name Here"). Then click the **"Next"** button.



6. You may be asked to “Automatically dial this initial connection” on the next screen if you have other dial up or vpn connections configured already. Select the “Do not dial the initial connection” if you are already connected to the internet via a “always on” broadband connection.



New Connection Wizard

Public Network
Windows can make sure the public network is connected first.

Windows can automatically dial the initial connection to the Internet or other public network, before establishing the virtual connection.

Do not dial the initial connection.

Automatically dial this initial connection:

< Back Next > Cancel

7. Type in the IP Address (i.e. 200.100.50.1) or DNS name (i.e. vpn.mycompany.com) where the example shows vpn.mycompany.com as shown in the picture below. Then click the “Next” button.



New Connection Wizard

VPN Server Selection
What is the name or address of the VPN server?

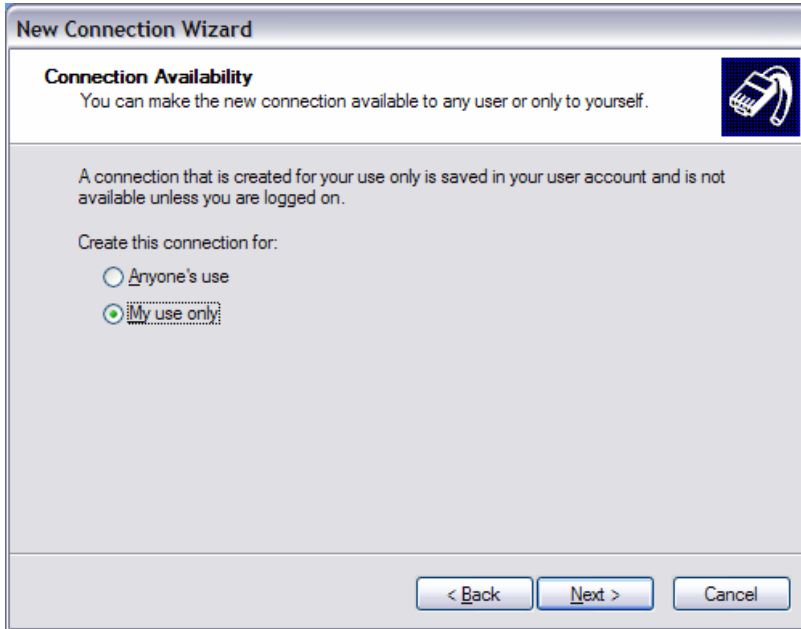
Type the host name or Internet Protocol (IP) address of the computer to which you are connecting.

Host name or IP address (for example, microsoft.com or 157.54.0.1):

vpn.mycompany.com

< Back Next > Cancel

8. Select the radio button labeled **"My use only"**, then click the **"Next"** button.



New Connection Wizard

Connection Availability
You can make the new connection available to any user or only to yourself.

A connection that is created for your use only is saved in your user account and is not available unless you are logged on.

Create this connection for:

Anyone's use

My use only

< Back Next > Cancel

9. Click the checkbox to **"Add a shortcut to this connection on my desktop"**. Then click the **"Finish"** button.



New Connection Wizard

Completing the New Connection Wizard

You have successfully completed the steps needed to create the following connection:

Connection Name Here

The connection will be saved in the Network Connections folder.

Add a shortcut to this connection to my desktop

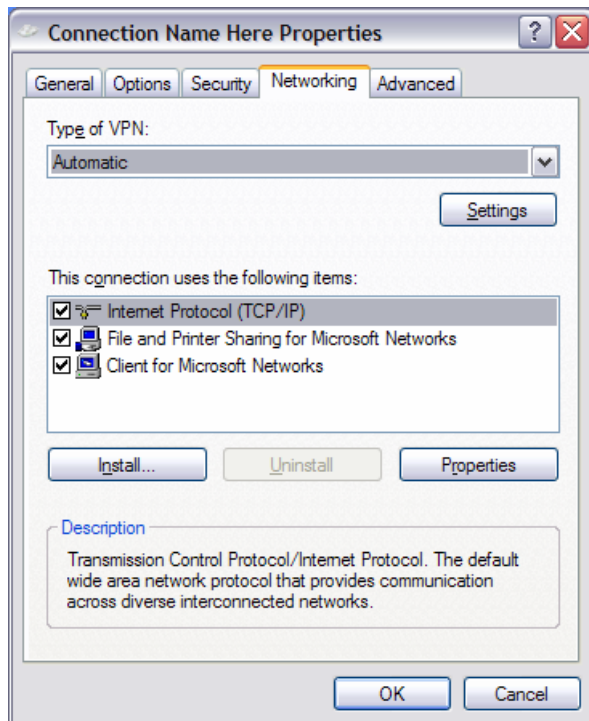
To create the connection and close this wizard, click Finish.

< Back Finish Cancel

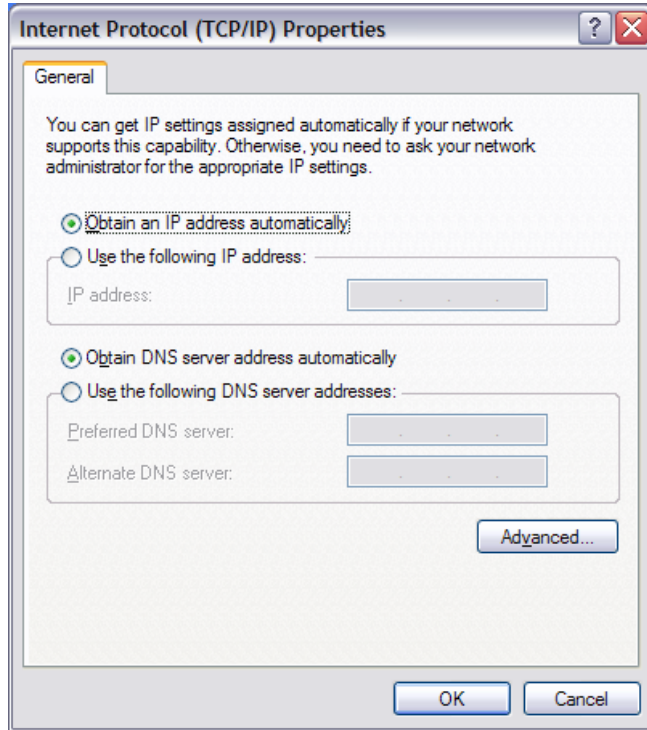
10. You will automatically be directed to the sign-in window. Click on the **Properties** button.



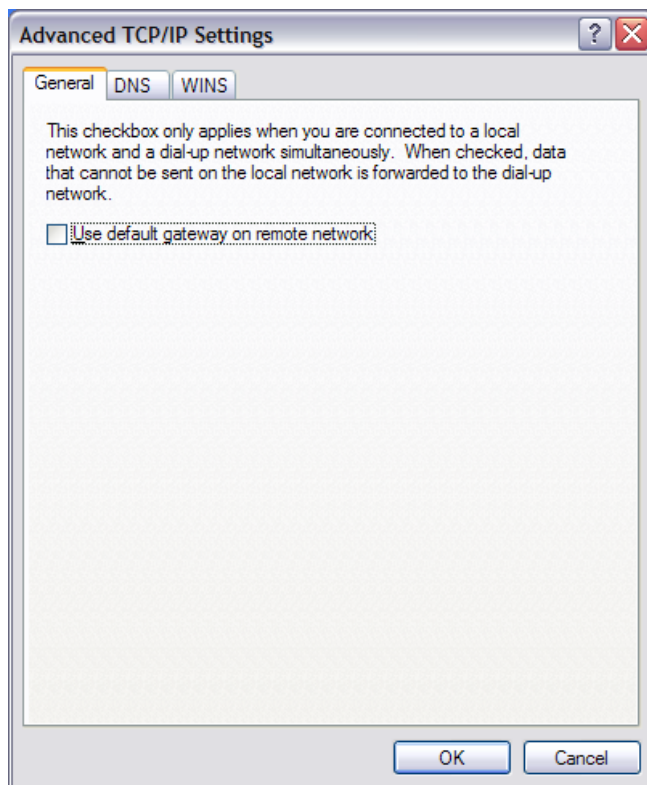
11. Under the **Networking** tab select **Internet Protocol TCP/IP** and click **Properties**.



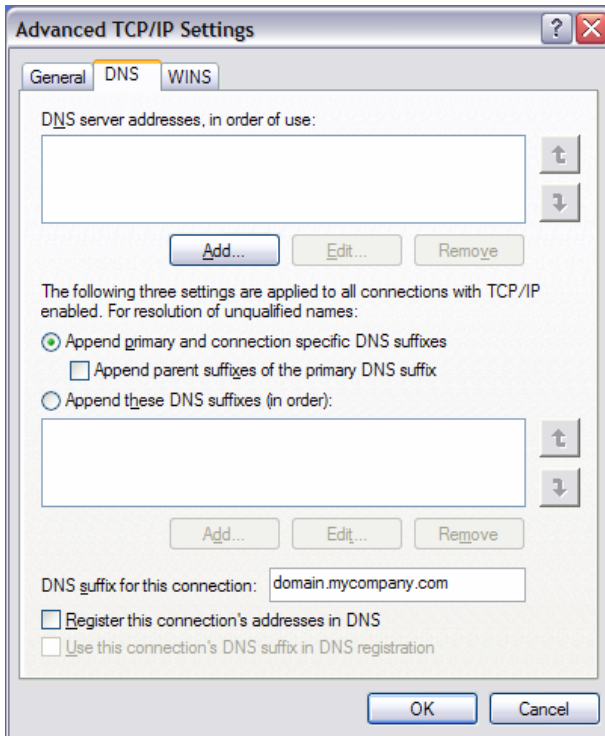
12. Once in there, click the **Advanced...** button.



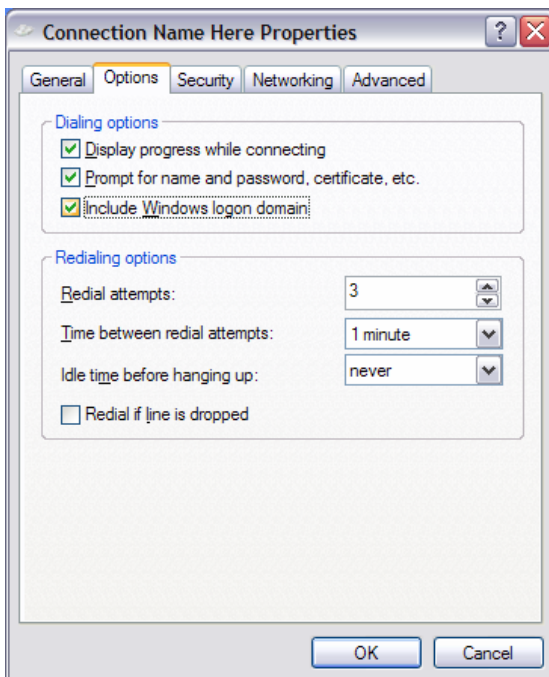
13. Once the new dialogue box appears **un-check** the **Use default gateway on the remote network** under the general tab.



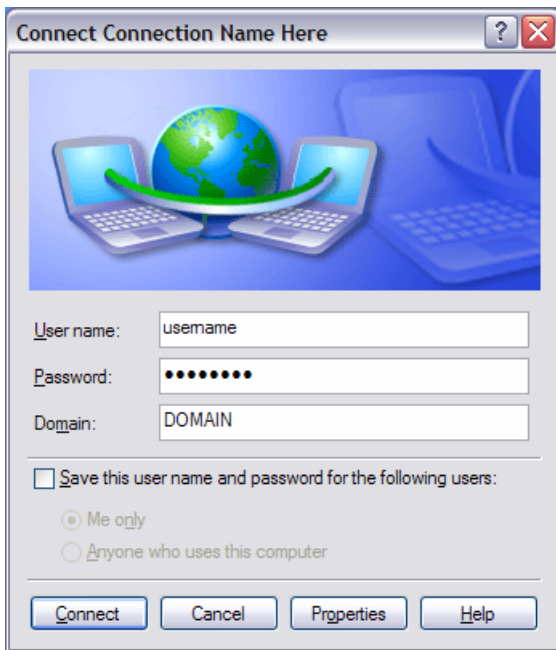
14. Still in Advanced settings, under the **DNS** tab, type in the fully qualified domain name for your organization (for example **domain.mycompany.com**) in the **DNS suffix for this connection** textbox. You'll most likely need to get this information from your system administrator. Click **OK** and **OK** again to confirm the changes to the Internet Protocol TCP/IP.



15. Now, under the **Options** tab, check on **Include Windows logon domain**, then click **OK**



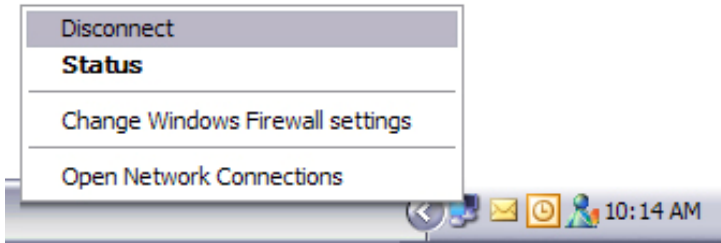
16. That will take you back to the logon screen where you should type in your user name, password and domain. If you do not know this information you will need to contact your system administrator. You can check on the **Save this user name and password for the following users** and select **Me only**.



17. Click the **“Connect”** button to connect. You’ll see it authenticate and notify you once it’s connected. You should now see a new connection displayed in your system tray, near your clock. An example is shown below.



To Disconnect, simply right click on the icon in your system tray and select **“Disconnect”** as shown below.



Now you can access resources on your server. The easiest method is to go to **“My Computer”** and type the following in the address bar, followed by hitting the enter key.

[\\servername\company](#) or [\\192.168.3.2\company](#)

Note server name or the IP address are unique to your organization and if you don’t know this information you will need to contact your system administrator.

Summary:

The following is a list of information you will want to make sure you have from your system administrator in advance:

1. DNS name or IP Address of VPN server. (i.e. vpn.mycompany.com or 200.100.50.1)
2. DNS Suffix, or Fully Qualified Domain Name (i.e. domain.mycompany.com)
3. Domain your connecting to. (i.e. MyCompanyLan)
4. Your username and password.
5. The DNS name or IP address of the computers(s) you want to connect to.