# VPN Remote Access Guide Instructions (Windows 7 & Mac)



VPN Type: PPTP Server Address: vpn.wide.net.au Username: loginname@brewsterwalsh Password: As given to you.

#### Windows Instructions:

Please note, these instructions are taken on Windows 7, but the same thing applies with Windows 8, but the screens may differ slightly.

1)

Click Start, and go to Control Panel.

#### 2)

Make sure, you are on Small Icon view, from the top right hand corner in blue.





Select Network and Sharing Centre



Select Setup a New Connection or Network.



Select Connect to a Work Place.

#### 5)



Choose No, Create a New Connection of Prompted.



Select Use My Internet Connection (VPN).

## 7)

Type the Internet a	ddress to connect to
Your network administra	ator can give you this address.
Internet address:	vpn.wide.net.au
Destination name:	Brewster Walsh & Associates
Use a <u>s</u> mart card () Clow other peo This option allow	ple to use this connection vs anyone with access to this computer to use this connection.
🔽 Don't connect n	ow; just set it up so I can connect later

Enter the Internet address vpn.wide.net.au and give the Connection a Name. Tick Don't connect now, and click on Next.

Enter your Username and Password Given to you, and click Remember Password. Leave Domain Blank.

Click Create.

# 9)

Connect to a Workplace	
The connection is ready to use	
in the second se	
Connect now	
	Clara
	<u><u>C</u>lose</u>

Click Close.



**Click Change Adaptor Settings** 

11)



Right Click on the Connection in the Window, and Select Properties.

General Options Security Networking Sharing	Control Security Marcala Control
	General Options Security Networking Shaning
157.54.0.1 or 3ffe:1234::1111):	Point to Point Turpeling Pertocal (PPTP)
von wide net au	Tome to rome termoning interesting the
	Data encryption:
First connect	Require encryption (disconnect if server declines)
Windows can first connect to a public network, such as the Internet, before trying to establish this virtual connection	Authentication
	Use Extensible Authentication Protocol (EAP)
Dial another connection first:	
-	Properties
	Allow these protocols
	Unencrypted password (PAP)
	Challenge Handshake Authentication Protocol (CHAP)
See our online privacy statement for data collection and use	Microsoft CHAP Version 2 (MS-CHAP v2)
Promision.	Automatically use my Windows logon name and password (and domain, if any)

Now Click the Security Tab and Select PPTP from the Drop down and click OK.

Now, while you still have the Window Open after clicking OK.

Drag the Brewster Walsh & Associates connection to your desktop, to make a shortcut. Resize the Window if needed.



#### 12)

Open Remote Desktop from the Start Menu.



Click Show Options.

### 13)



Under Computer, type 10.10.2.40 for Portland Remote and 10.10.3.30 for Hamilton Remote. (Note, you can do this Step twice, to create Connections to Portland & Hamilton Remove Servers).

Under username, type BREWSTERWALSH\username where your username is e.g dbrewster.

Click Save AS.

14)

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Save as <u>t</u> ype:						•	
lide Folders					Save	Canc	el

Click Desktop, and give the Connection a Name. Then Click Save.

### 15)

Using the Connection.

Firstly, double click and Click on Connect on the VPN Connection you have created.

Connect Bre	ewster Walsh & Associates	
<u>U</u> ser name:	pwright@brewsterwalsh	Connecting to Brewster Walsh & Associates
Password: Do <u>m</u> ain:	•••••	Verifying user name and password
<u>Save this up</u> <u>Me only</u> <u>Anyone</u> <u>Connect</u>	ser name and password for the following users: who uses this computer Cancel Properties Help	Cancel

Once the Connection is Open.

Click the Shortcut for Remote Desktop on your Desktop for Portland & Hamilton Remote.

Login with your normal password, remembering your username is BREWSTERWALSH\username.

When finished Click Log Off.

## **IMPORTANT NOTE**

Once you are finished, double click the Brewster Walsh VPN Connection and click Disconnect.

000000000000	Details		
Conne	ction —		
IPv	4 Connectiv	ity:	Internet
IPv	6 Connectiv	ity:	No network access
Med	lia State:		Connected
Dur	ation:		00:00:1
0.852383	N.	Sent —	Received
Byt	es:	12,044	10,08
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**Click Disconnect.** 

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If you do not, your Internet Traffic will be routed through our network, and will slow things down.

#### **Mac Instructions:**

Go to System Preferences



## 2)

Click on Network.



System Preferences	Edit View Window Help	🔽 🕙 🕴 🛜 🕪)) [1/]> Sun 2:26 pm 🛛 Paul Wright 🔍 ≔
	Network         Q. Search           Select the interface and enter a name for the new service. Interface:         Interface:         VPN           VPN Type:         PPTP         0         Interface	Macintosh HD
	Service Name: VPN (PPTP) Cancel Create Ask to join new networks Known networks will be joined automatically. If monyn etworks available, you will have to manually select a network.	BOOTCAMP Screen Shot 2015-05.23 pm
	+ - &  Show Wi-Fi status in menu bar Advanced ? Assist me Revert Apply	-
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Click the Plus Icon in the bottom left corner, and then select VPN from the drop down, followed by PPTP, give the Connection a Name and Click on Create.

System Preferences Edit View Window Help 🔟 🔽 🕙 🕺 🛜 🜒 🖓 Sun 2:27 pm Paul Wright Q 😑 ••• < > == Network Q Location: Automatic ٥ Wi-Fi ŝ Status: Not Configured ~ Configuration: Default ٢ Server Address: vpn.wide.net.au Account Name: username@brewsterwalsh Encryption: Automatic (128 bit or 40 bit) ٥ Authentication Settings... Connect Show VPN status in menu bar Advanced... ? + - \*\* Revert Apply Assist me... 🖳 📀 🎫 🖂 🍯 🥝 🗢 🛍 📜 🕵 🎨 😥 🕲 🕅 🏲 🗶 🔘 💆 🚺 

Input the server name as vpn.wide.net.au Input your username, username@brewsterwalsh Click on the Show VPN Status in Menu Bar Tick Box Click on Authentication Settings.

4)



Type your VPN Password and Click OK.

System Preferences	Edit View Window Help			🛄 🗔 😲 🐰 🛜 🖜)) [4]) Sun 2:29 p	om Paul Wright Q :三
	••• < > ==	Network	Q Search		
	Loca	tion: Automatic	<b>`</b>	7	Macintosh HD
	• Wi-Fi Connected	Status: Not Configu	ured		
	Not Gonnected	Configuration: Default	•		BOULCAMP
		Account Name: pwright@br	ewsterwalsh		
		Encryption: Automatic Authentica	(128 bit or 40 bit)	aller a	
		Connect			
	+ - &-	Show VPN status in menu bar	Advanced ?	2	
		Assist me	Revert Apply		
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Click Apply and close the Window off.

Open up Remote Desktop.



Click New.

6)

Kicrosoft Remote Desktop File Window	w Help	🎟 🔽 🕙 🖇 奈 🕪) 🕢 Sun 2:31 pm 🛛 Paul Wright 🔍 😑
	New Start Edt Preferences	Azure RemoteApp
General	Edit Remote Desktops -	
Conne	ection name Portland Remote PC name 10.10.2.40 Gateway No gateway configured Credentials	BOOTCAMP Screen Shot 2015-00.33 pm
	Password	and the second second
Full sc	Resolution         Native         Image: Colors         Highest Quality (32 bit)         Image: Colors         Image:	
	<ul> <li>Scale costent</li> <li>Scale content</li> <li>✓ Use all monitors</li> </ul>	
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Give the connection a Name E.G Portland Remote. Input the Server Address, Portland = 10.10.2.40 Hamilton = 10.10.3.30

Input your username BREWSTERWALSH\username Input your Password and Click Close

#### 8)

To Connect



Click on the Icon, as shown on the Drop Down and Click Connect to VPN, once connected, Open Remote Desktop as show, and double click your Remote Server e.g Portland & Hamilton. **PLEASE REMEMBER TO DISCONNECT THE VPN FROM THE DROP DOWN WHEN FINISHED.**