

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



**VPN Type: PPTP**

**Server Address: [vpn.wide.net.au](https://vpn.wide.net.au)**

**Username: [loginname@brewsterwalsh](mailto: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.

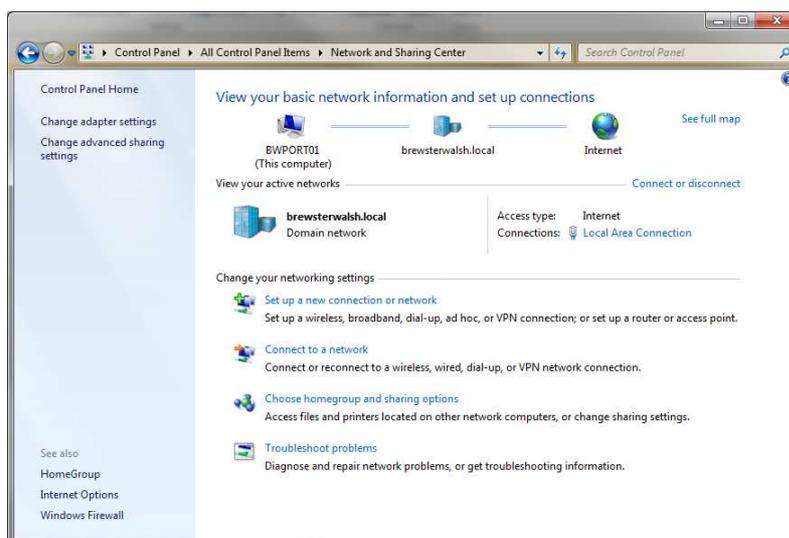
2)

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



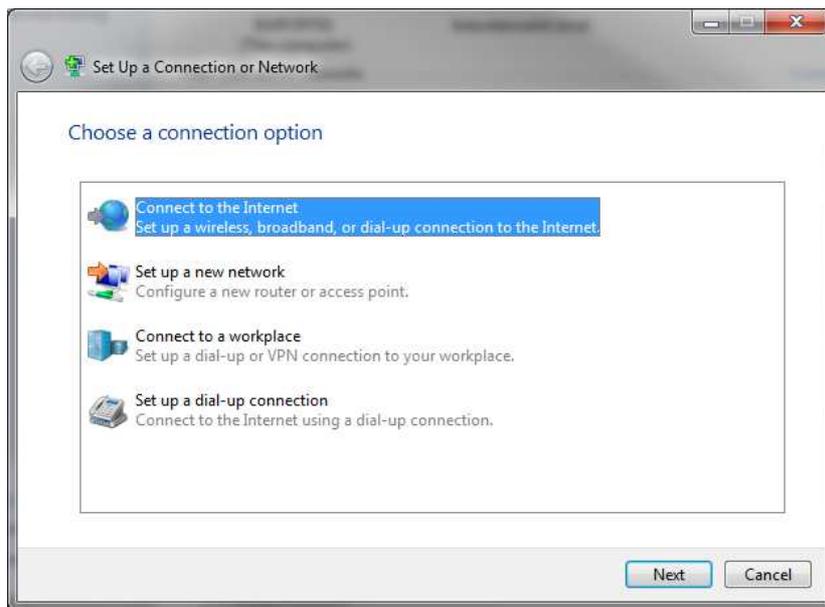
3)

Select Network and Sharing Centre



Select Setup a New Connection or Network.

4)



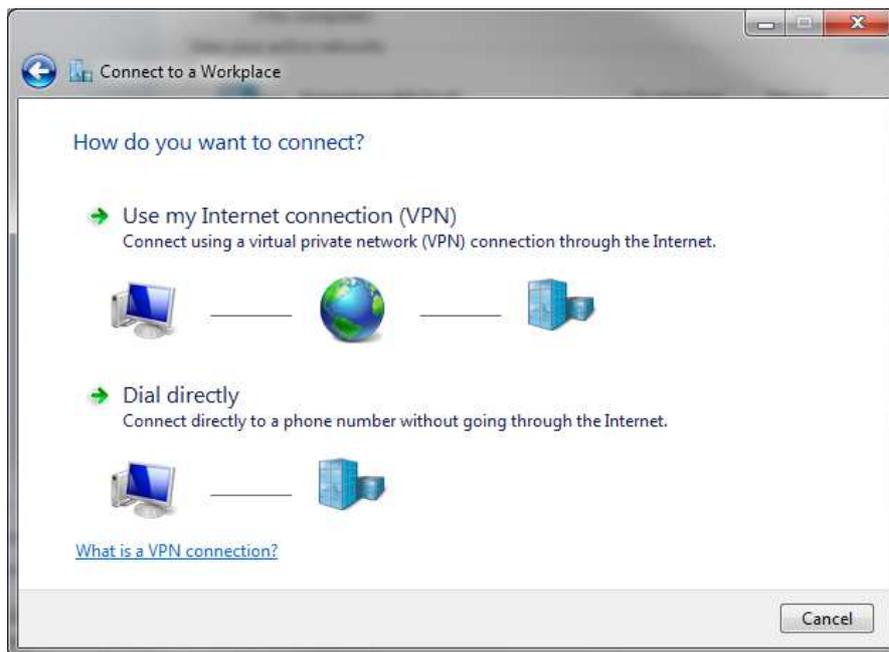
Select Connect to a Work Place.

5)



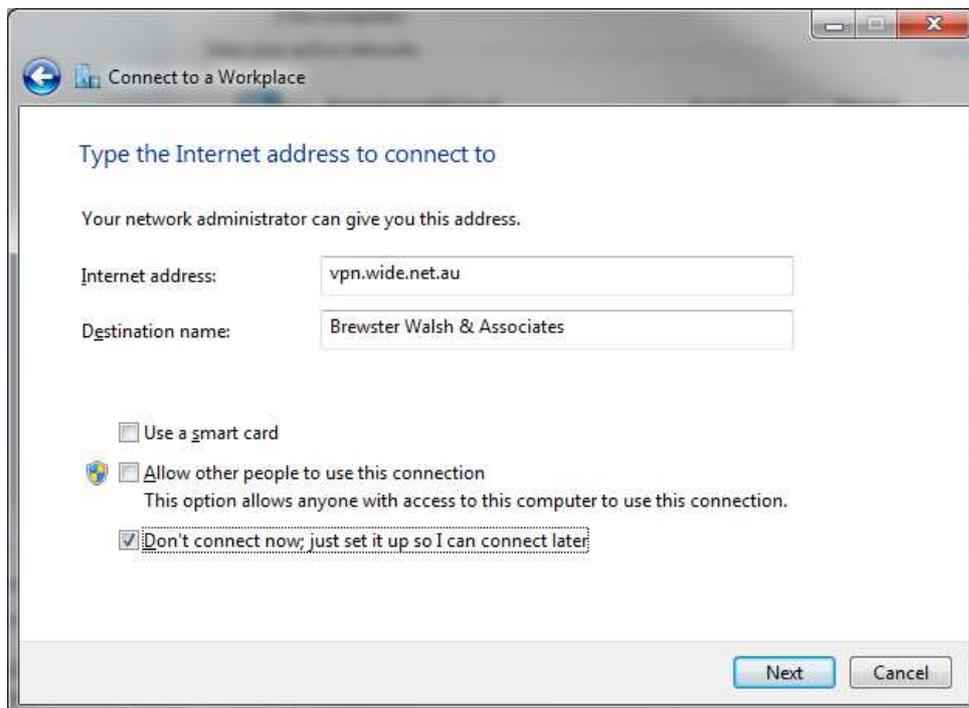
Choose No, Create a New Connection of Prompted.

6)



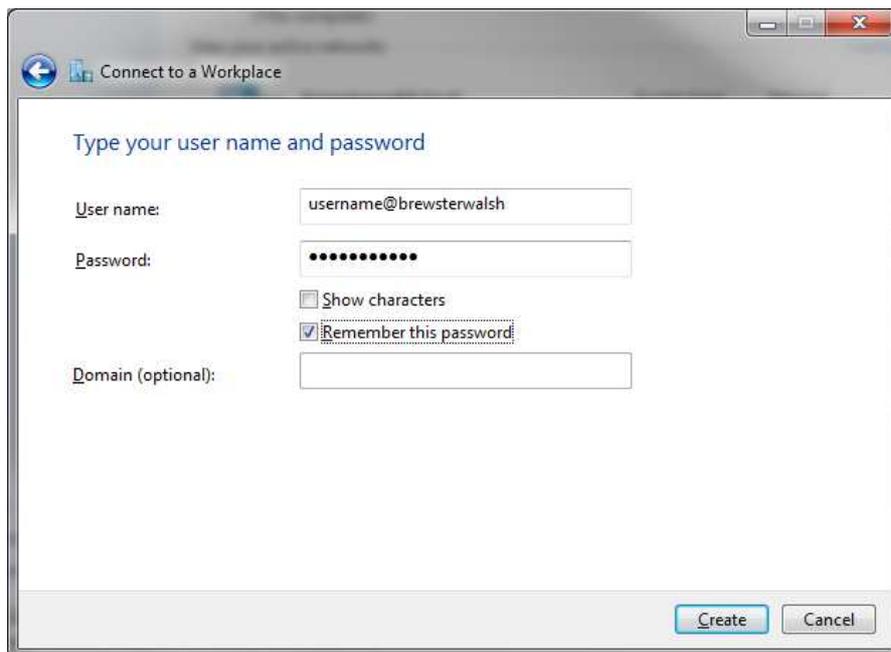
Select Use My Internet Connection (VPN).

7)



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

8)



Connect to a Workplace

Type your user name and password

User name: username@brewsterwalsh

Password: .....

Show characters

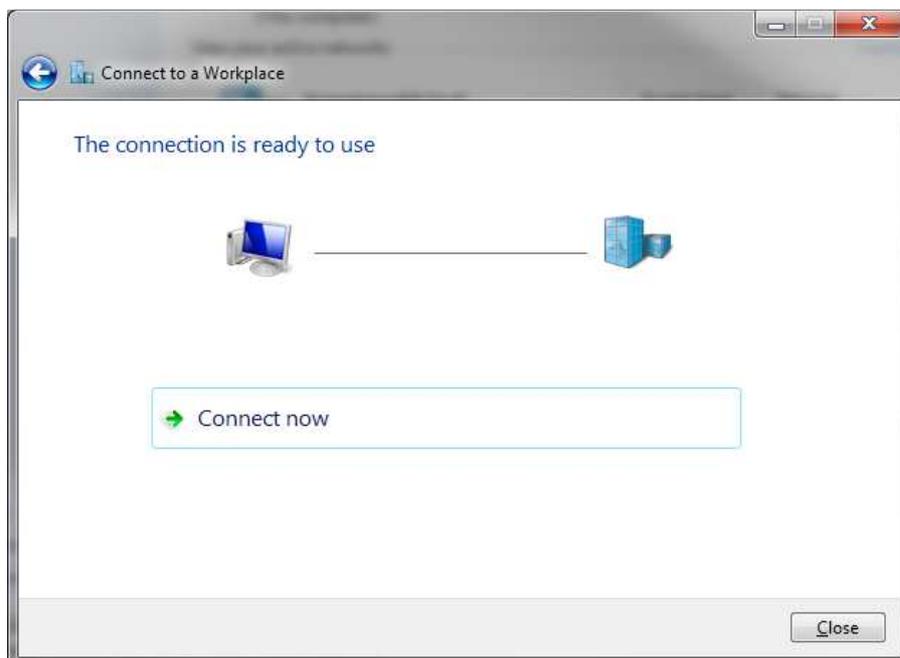
Remember this password

Domain (optional):

Create Cancel

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

9)



Connect to a Workplace

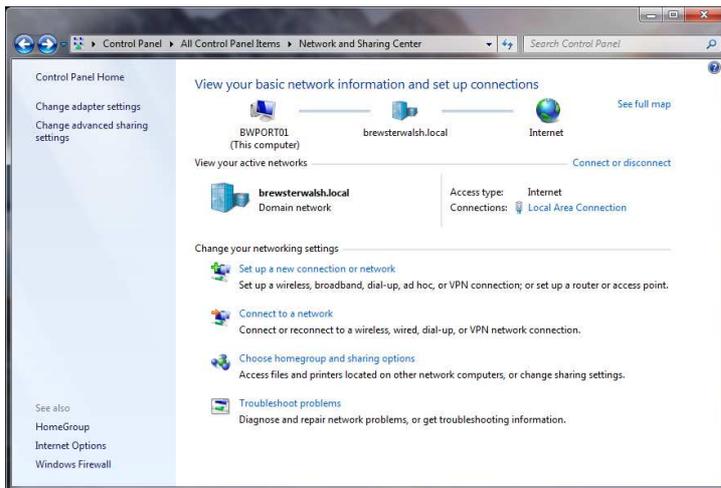
The connection is ready to use

Connect now

Close

Click Close.

10)

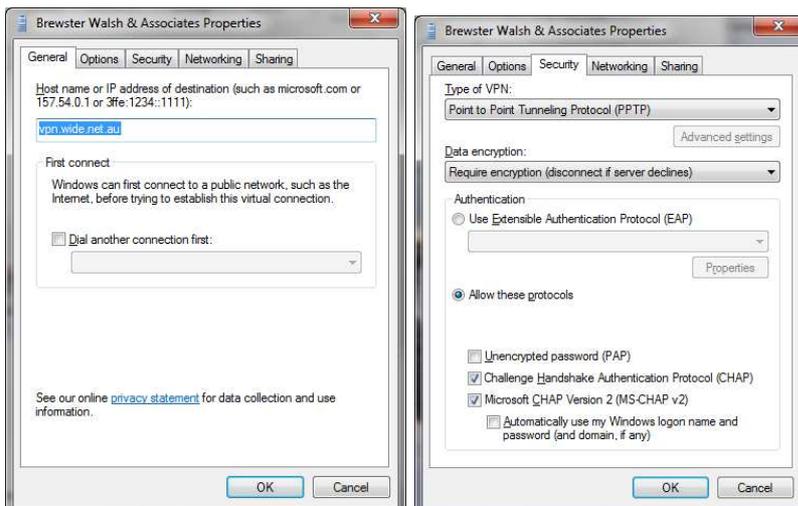


Click Change Adaptor Settings

11)



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



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.



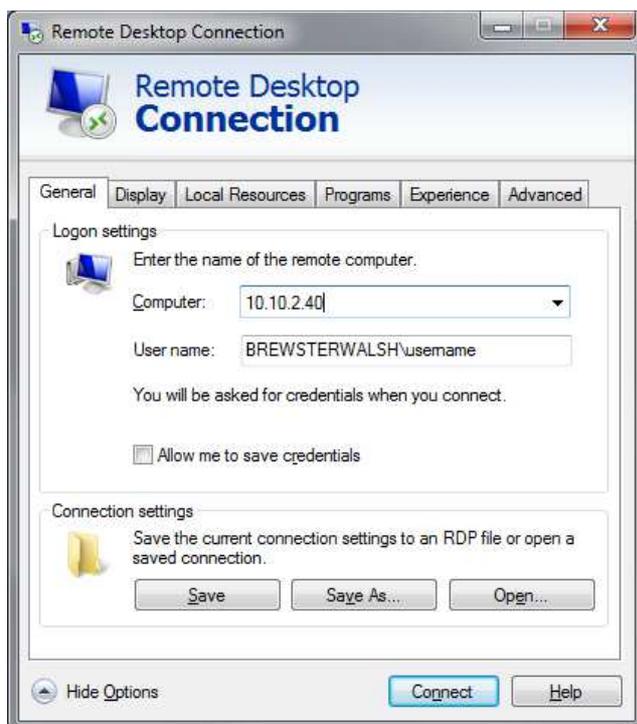
12)

Open Remote Desktop from the Start Menu.



Click Show Options.

13)

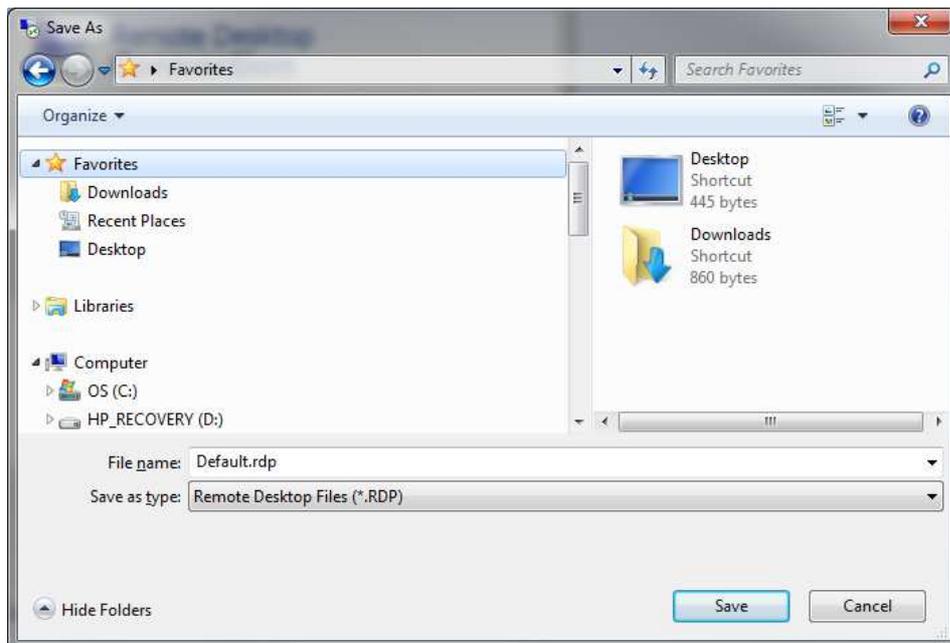


Under Computer, type 10.10.2.40 for Portland Remote and 10.10.3.30 for Hamilton Remote. (Note, you can do this Step twice, to create Connections to Portland & Hamilton Remote Servers).

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

Click Save AS.

#### 14)



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.



Once the Connection is Open.

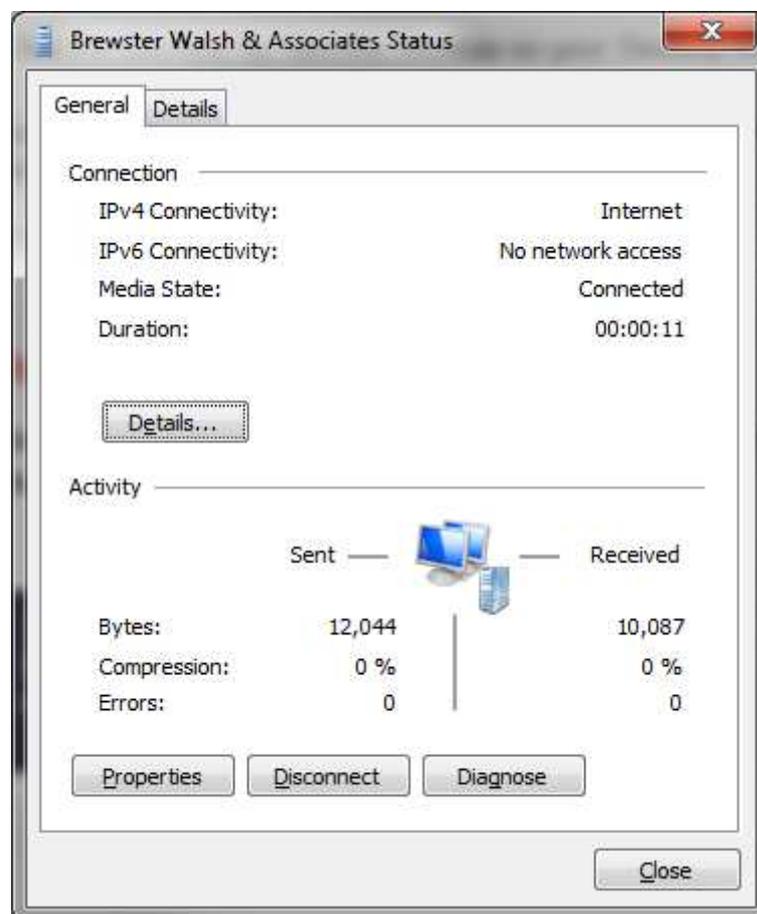
Click the Shortcut for Remote Desktop on your Desktop for Portland & Hamilton Remote.

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.



Click Disconnect.

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

## Mac Instructions:

1)

Go to System Preferences

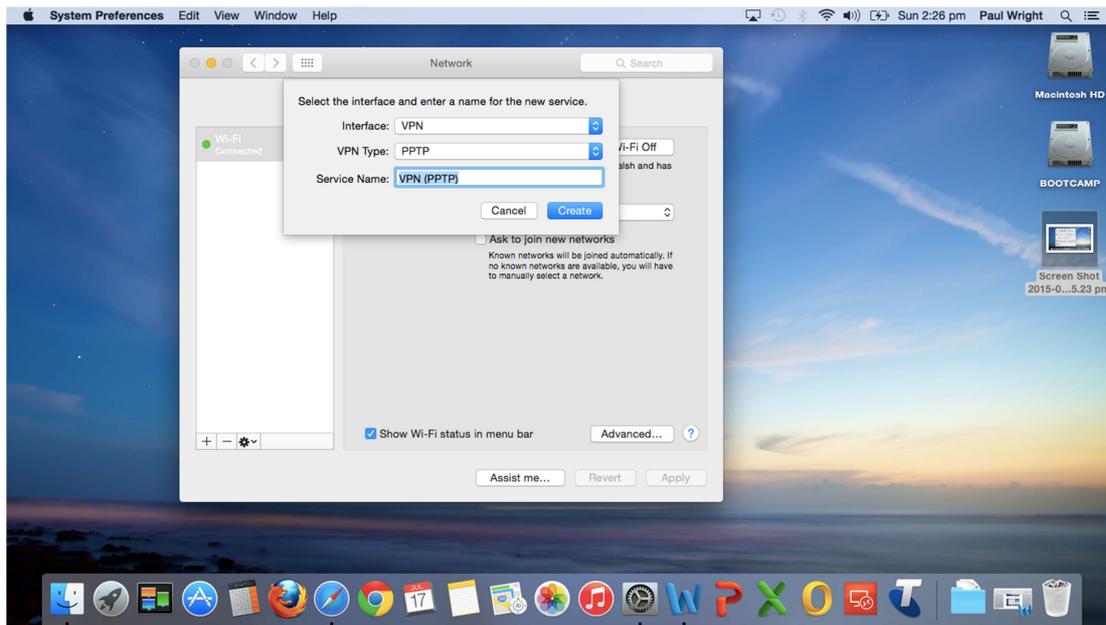


2)

Click on Network.

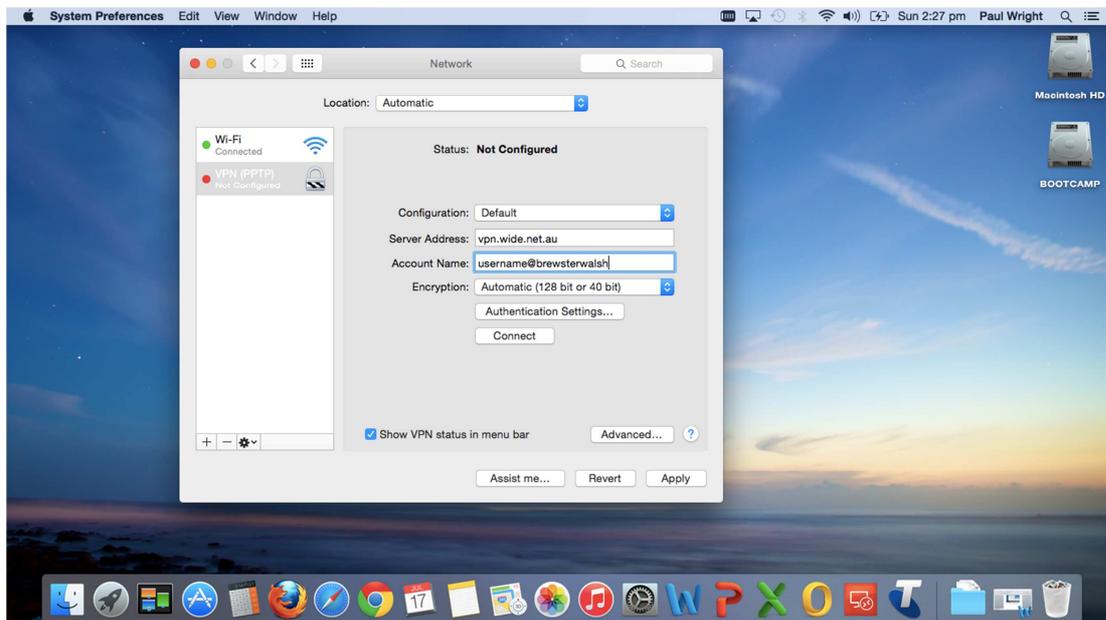


3)



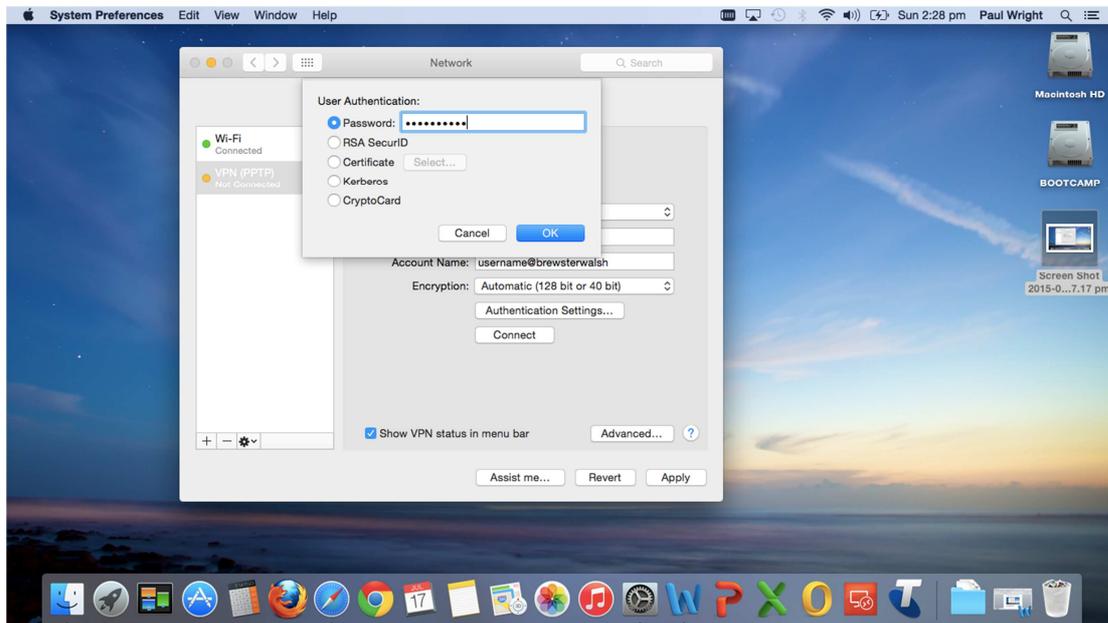
Click the Plus Icon in the bottom left corner, and then select VPN from the drop down, followed by PPTP, give the Connection a Name and Click on Create.

4)

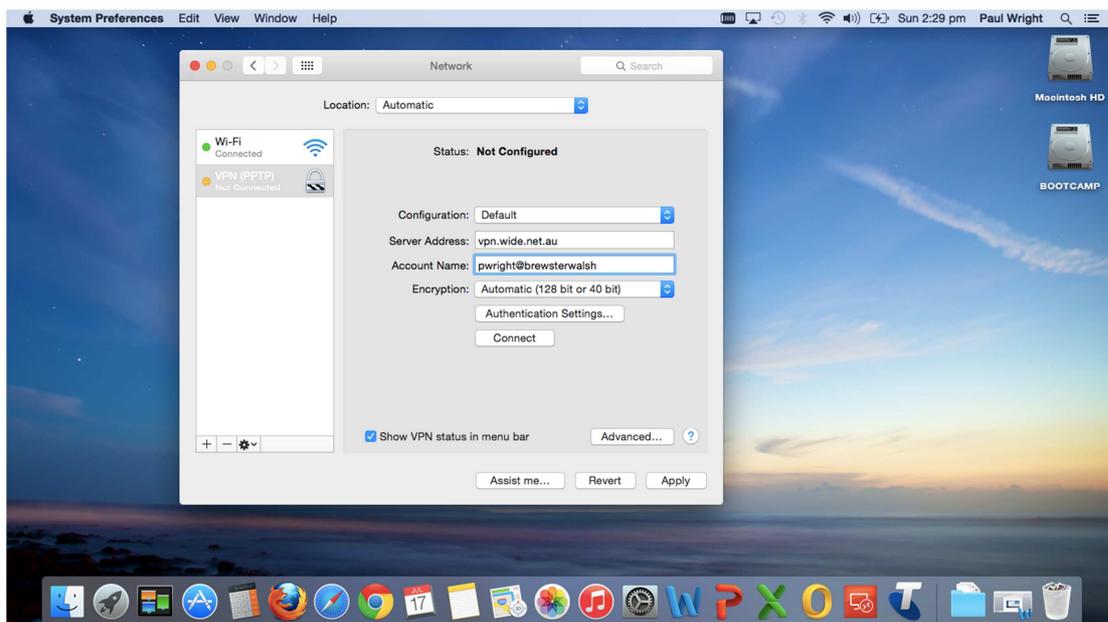


Input the server name as vpn.wide.net.au  
Input your username, username@brewsterwalsh  
Click on the Show VPN Status in Menu Bar Tick Box  
Click on Authentication Settings.

5)



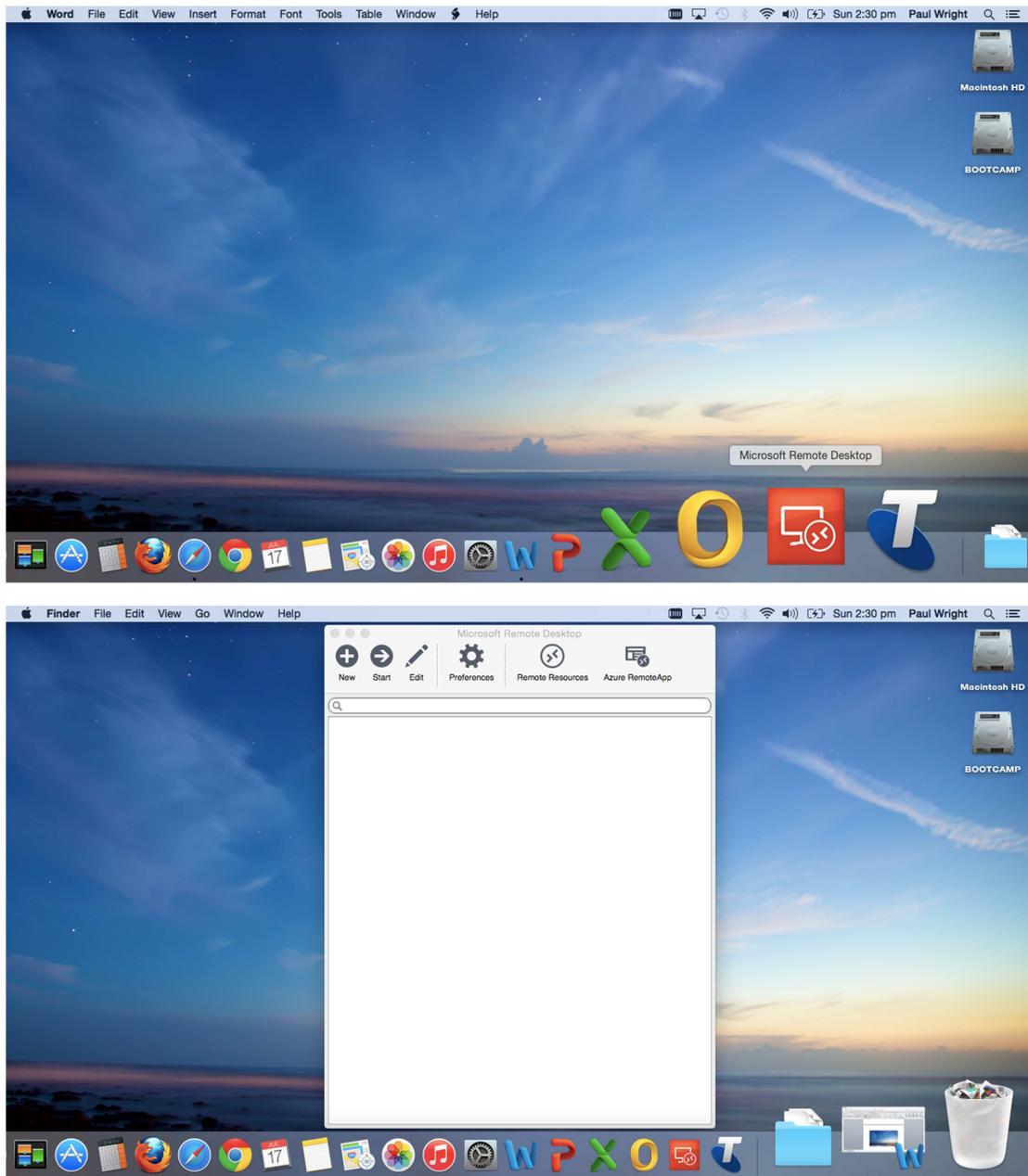
Type your VPN Password and Click OK.



Click Apply and close the Window off.

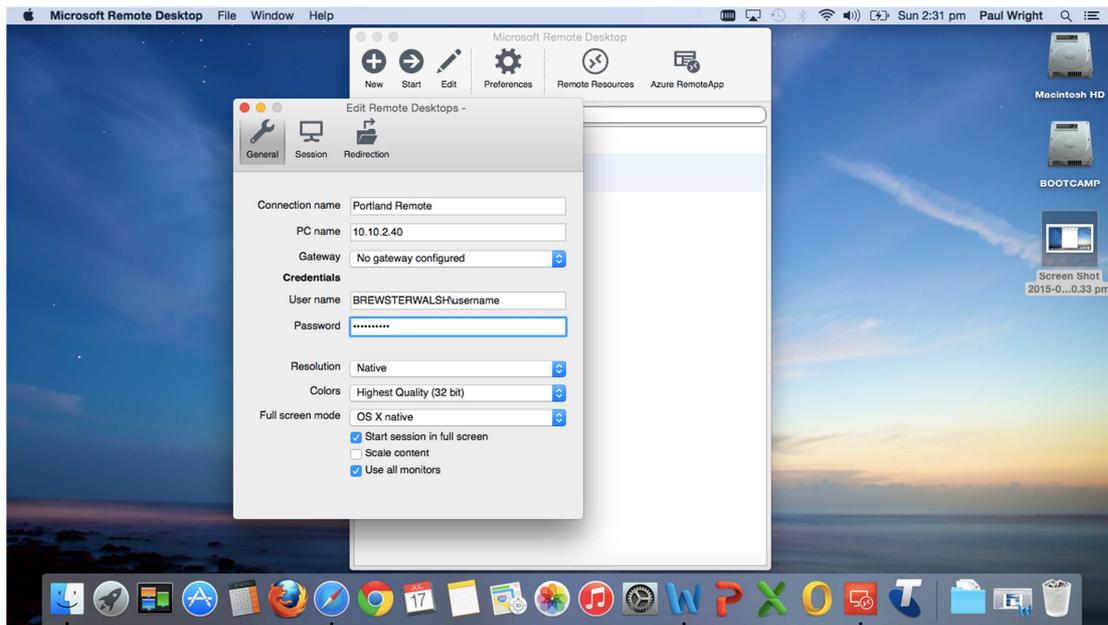
6)

Open up Remote Desktop.



Click New.

7)



Give the connection a Name E.G Portland Remote.

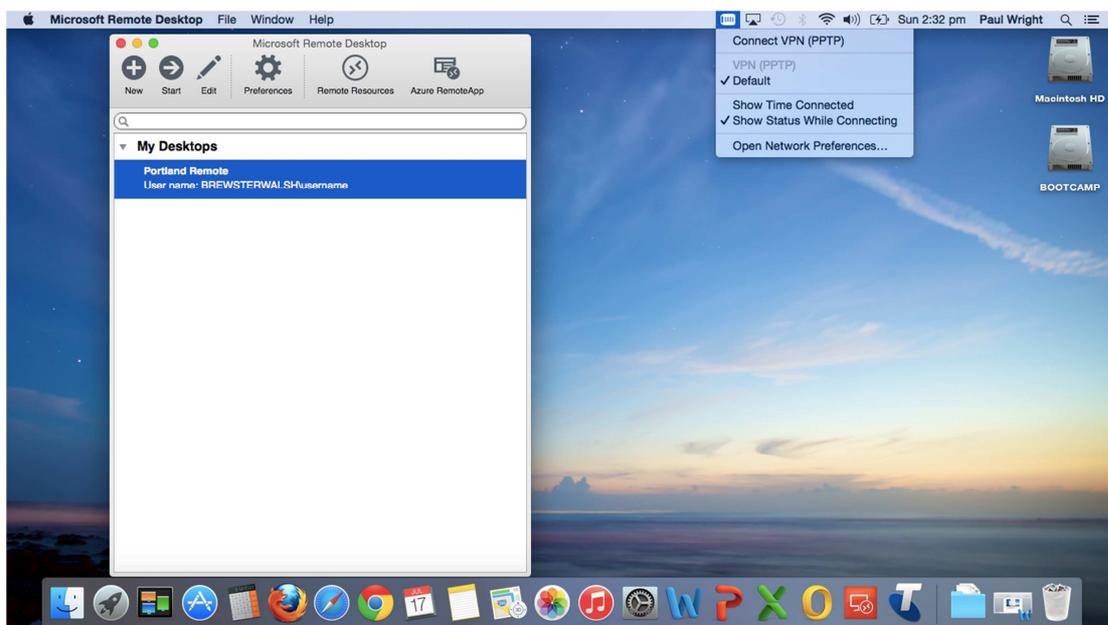
Input the Server Address, Portland = 10.10.2.40 Hamilton = 10.10.3.30

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.**