

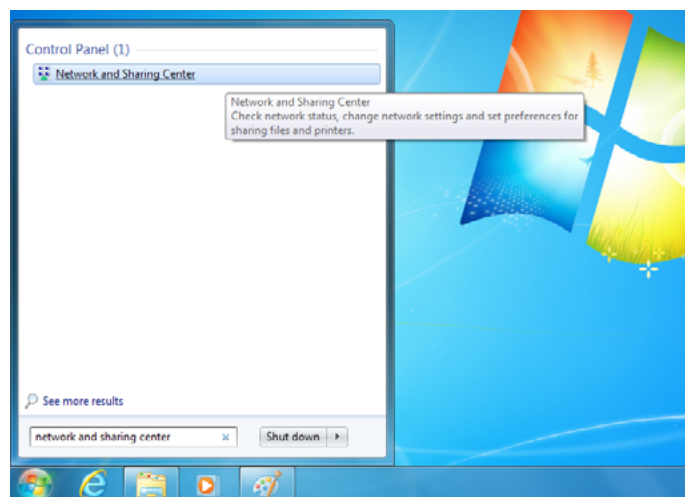
VPN WINDOWS 7

A VPN connection (Virtual Private Network) is a connection that gives you access to the network of your institute or workplace when you are outside the network.

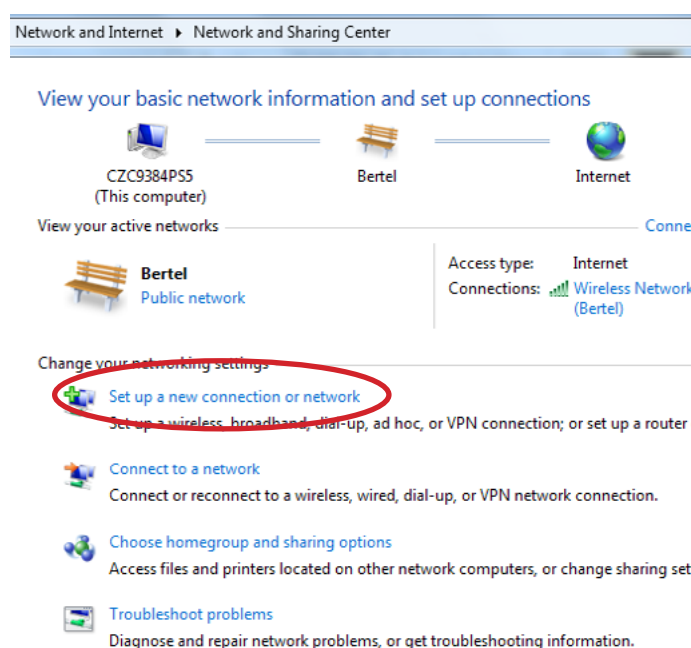
In order to get VPN access, you must fill out and hand in an application form which can be obtained at the IT-support of your main academic area. VPN access is only granted when this application form has been signed and returned to the IT-support.

Most institutes use Windows's built-in VPN-client which means that no additional software is required in order to get VPN access from your computer.

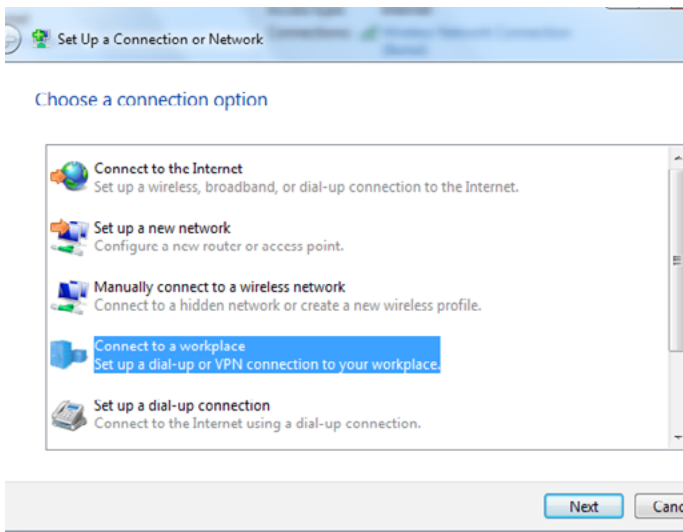
This guide will show you how to configure VPN on your Mac and how to connect and disconnect quickly and easily.



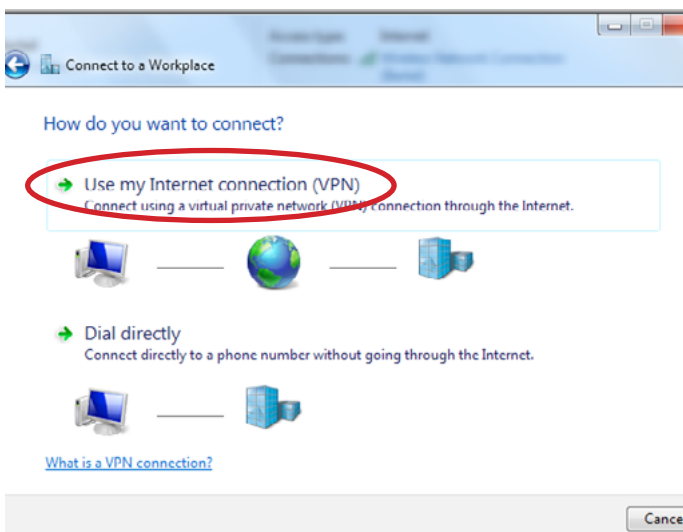
To configure your VPN connection, start by going to the Network and Sharing Center. The easiest way to do this is to click the Windows button in the lower left corner and search for 'Network and Sharing Center'. You can also find it by using the Control Panel or by pressing the network icon in the lower right corner of your screen.



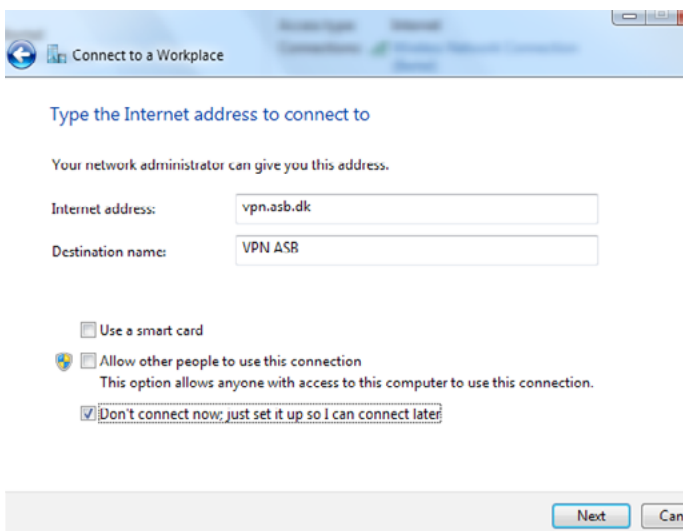
In the Network and Sharing Center, choose 'Set up a new connection or network'.



Choose 'Connect to a workplace' in the window that appears, then choose 'Next'.



Choose 'Use my Internet Connection (VPN)' in the following window.



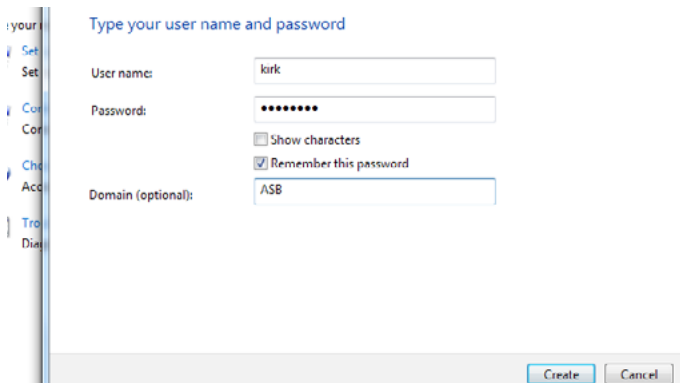
In 'Internet address', please write 'vpn.<institute>.dk', where <institute> is the name of your institute or your main academic area, e.g. 'vpn.asb.dk'.

'Destination name' might be 'VPN ASB' or another appropriate name that will help you identify your VPN connection.

If you are on the domain and connected to the network of your institute while configuring your VPN connection, you should check the box 'Don't connect now; just set it up so I can connect later'.

If you need help finding the information for 'Internet address', please contact the IT-support of your main academic area by following this link:

<http://medarbejdere.au.dk/en/administration/it/it-at-the-main-academic-areas/>



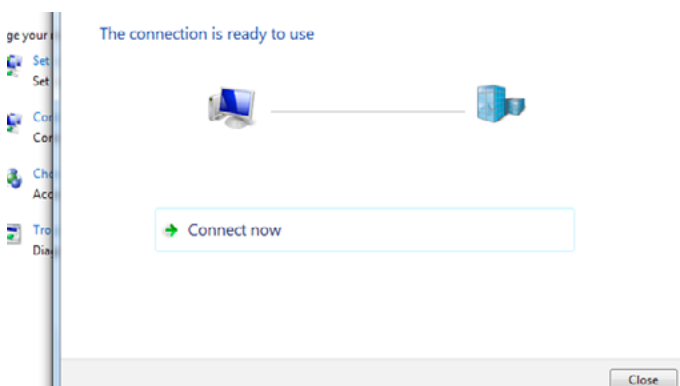
You will now be asked for your credentials for the network.

In 'User name', type your user name which is the same as the one used when you for instance log on to a Windows computer.

Check the box 'Remember this password' if you want your computer to remember your password.

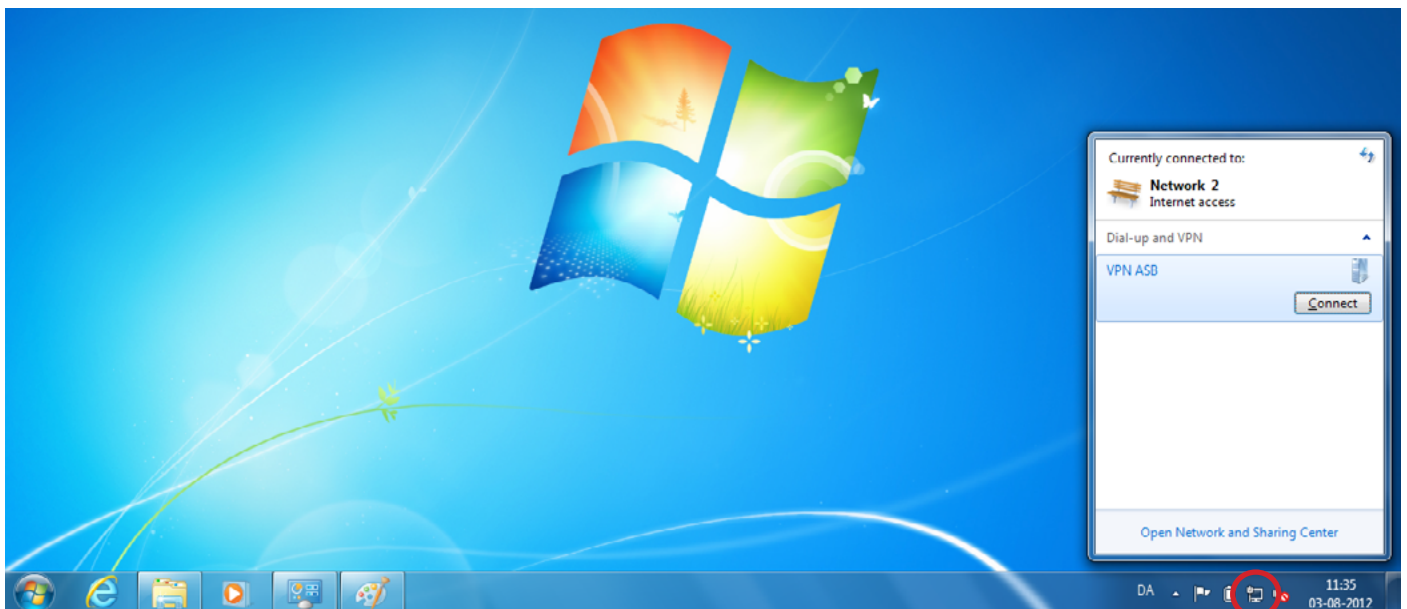
In 'Domain', please write the domain of your institute or your main academic area. In this example, the domain is ASB.



Choose 'Create' to finish the setup.



The network has now been configured. You can choose 'Connect now' to access your VPN or 'Close' in order to connect later.

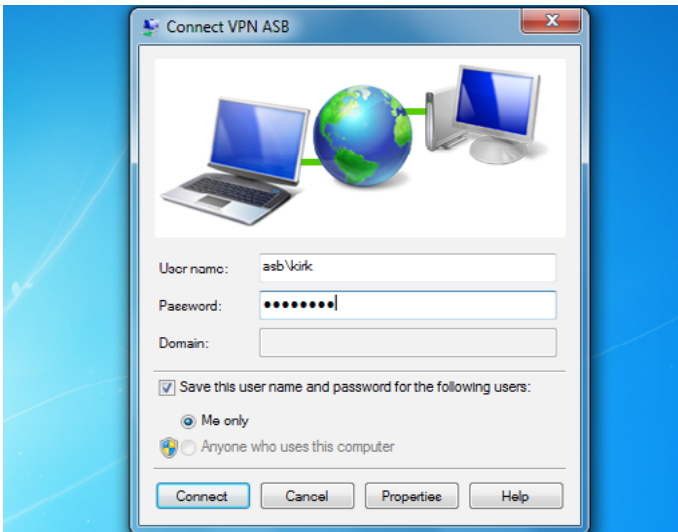
Please be aware that an attempt to connect will fail if you are already connected to the network that you wish to access through VPN.



When you wish to connect from outside the network, choose the network icon in the lower right corner (either  or )

Click the name of the connection, then choose 'Connect'.

You will now see your VPN connection displayed with the name that you gave it during the configuration.

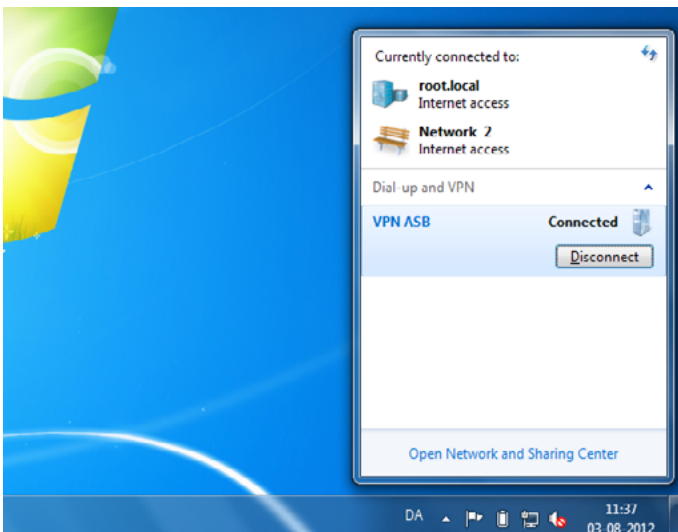


If you did not choose to save your password, you will now be asked to enter it.

Please verify that 'domain\user name' is written in the field 'User name'

You can now choose to save your password for future logins by checking 'Save this user name and password for the following user.'. Make sure that 'Me only' is checked so that others cannot use your VPN connection from your computer.

Finally, choose 'Connect'. Your VPN connection is now established.



When you want to disconnect, choose the network icon again in the lower right corner. Select your VPN connection and choose 'Disconnect'.

SECURITY REGARDING VPN

The VPN access opens a direct connection to the network of your institute bypassing the firewall of the institute. This entails a number of security risks which you as a user of the system need to address.

Open connection = Active connection

The VPN connection gives you the same rights and access to the same systems and servers that you have when you are in your office. Since Aarhus University cannot control who has access to your private network or to your computer, you should only be connected through VPN when you actually need the open connection. You can easily and quickly disconnect by using only a few clicks on your computer.

Lock your computer if connected and unsupervised

If you leave your computer while it is connected to VPN, be sure to lock it to keep others from gaining access to your computer and to the network of your institute.

Examine the security of your wireless network

If you have a wireless connection at home that you use to connect to VPN, you must make sure that the security settings of this network comply with the security policy of Aarhus University in order to keep unauthorized persons from gaining access to the network.

This can be done by following these guidelines:

- Change the administrator password of your router.
- Change the SSID of your wireless network.
- Disable SSID broadcasting.
- Use WPA - and preferably WPA2 - encryption on your network.
- Use the local firewall on your wireless router if possible.

THIS GUIDE HAS BEEN PRODUCED BY

ADVANCED MULTIMEDIA GROUP



Advanced Multimedia Group is a division under AU IT supported by student assistants. Our primary objective is to convey knowledge to relevant user groups through manuals, courses and workshops.

Our course activities are mainly focused on MS Office, Adobe CS and CMS. Furthermore we engage in e-learning activities and auditive and visual communication of lectures and classes. AMG handles video assignments based on the recording, editing and distribution of lectures and we carry out a varied range of ad hoc assignments requested by employees.

In addition, AMG offers solutions regarding web development and we support students' and employees' daily use of typo3.

PLEASE ADDRESS QUESTIONS OR COMMENTS REGARDING THE CONTENTS OF THIS GUIDE TO
BERTEL KIRKEBY
ADVANCED@ASB.DK

ANALYTICS GROUP



Analytics Group, a division comprised of student assistants under AU IT, primarily offers support to researchers and employees.

Our field of competence is varied and covers questionnaire surveys, analyses and processing of collected data etc. AG also offers teaching assistance in a number of analytical resources such as SAS, SPSS and Excel by hosting courses organised by our student assistants. These courses are often an integrated part of the students' learning process regarding their specific academic area which ensures the coherence between these courses and the students' actual educational requirements.

In this respect, AG represents the main support division in matters of analytical software.