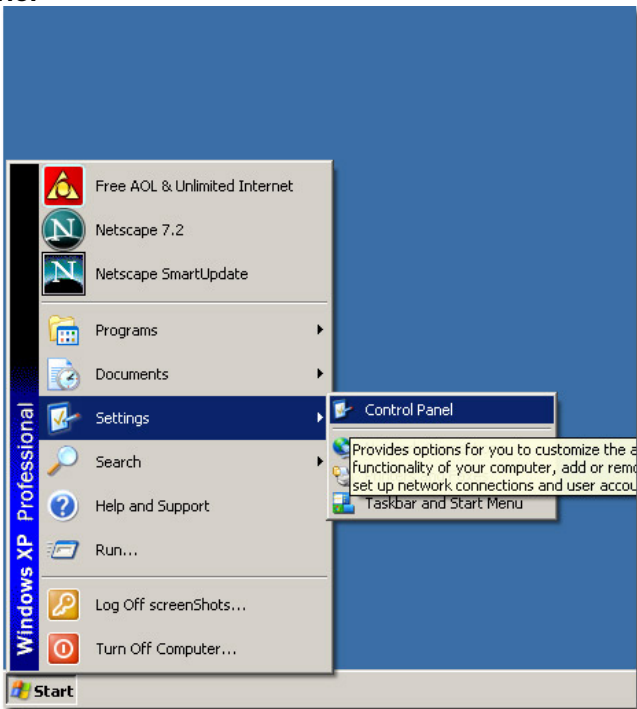
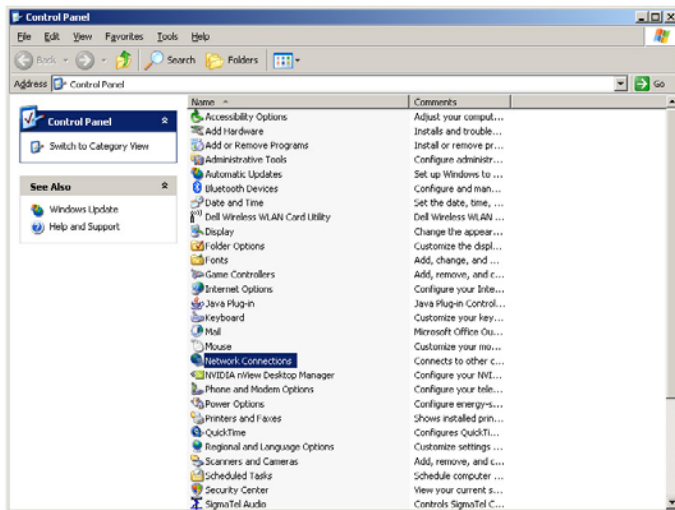


**Virtual Private Network (VPN) Connection Instructions**

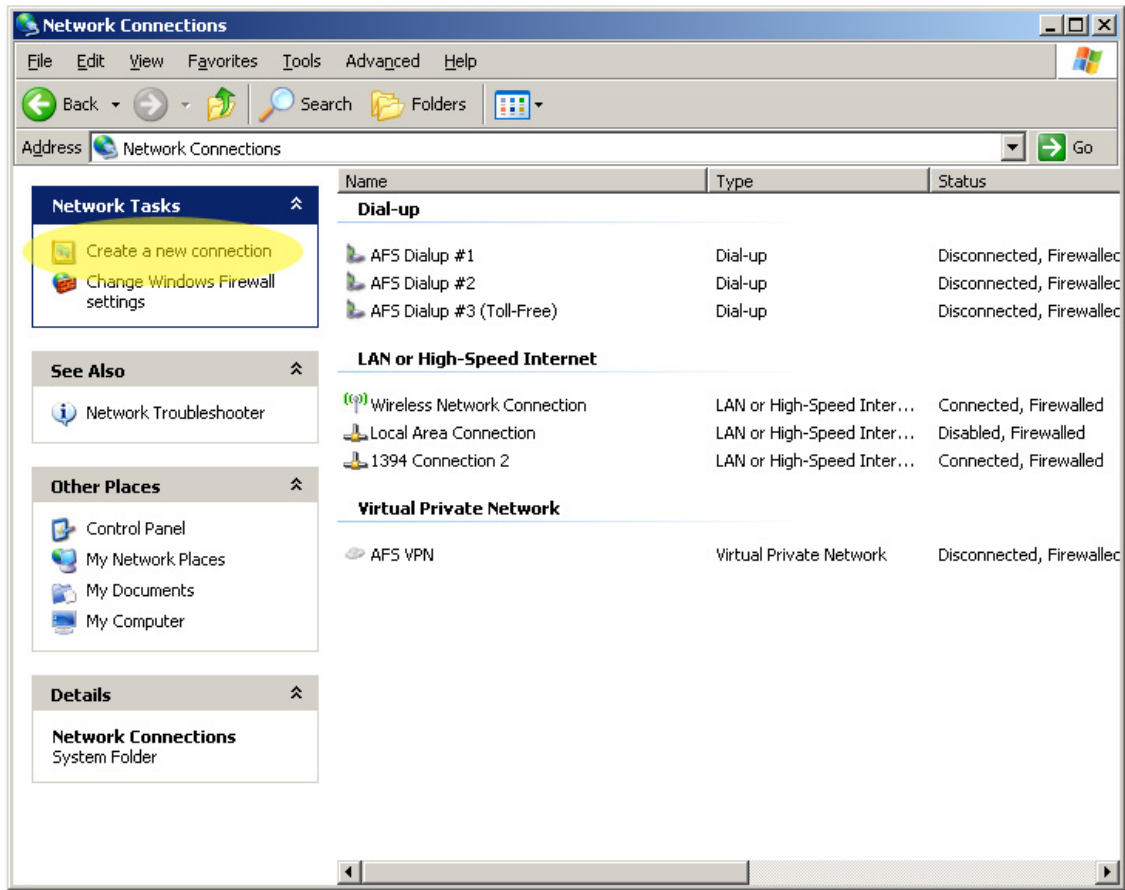
**Step 1:** In windows, go to the **Start Menu** and browse to **Settings** and then click on **Control Panel**



**Step 2:** In Control Panel, find the item labeled **Network Connections** and double click that.



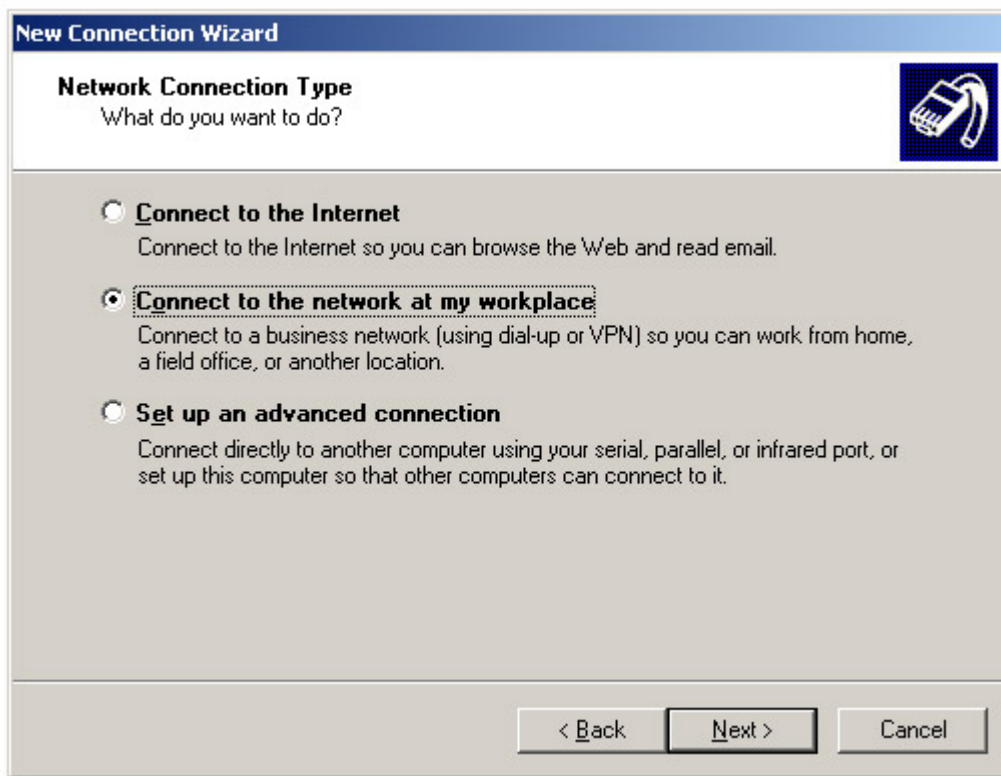
### Step 3: Under **Network Tasks** select **Create a new connection**



Step 4: Click Next



Step 5: Select **Connect to the network at my workplace** and click **Next**



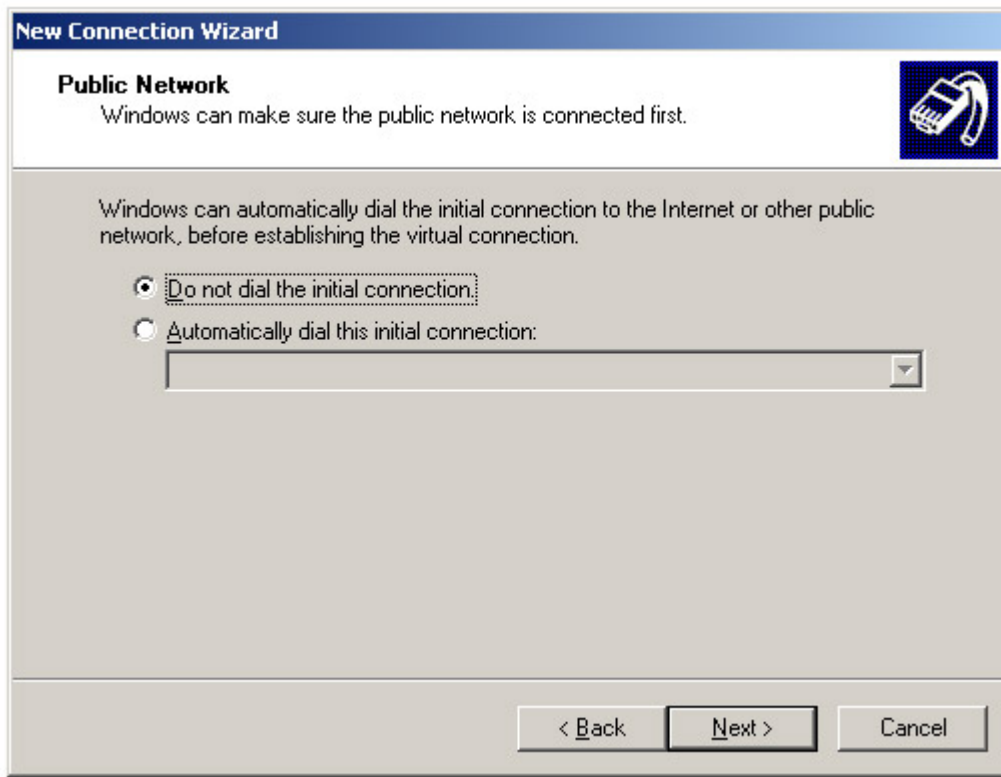
**Step 6:** Select **Virtual Private Network Connection** and click **Next**

The screenshot shows the 'New Connection Wizard' dialog box. The title bar reads 'New Connection Wizard'. The main heading is 'Network Connection' with a sub-question: 'How do you want to connect to the network at your workplace?'. There is a small icon of a modem in the top right corner. Below the heading, it says 'Create the following connection:'. There are two radio button options: 'Dial-up connection' (unselected) and 'Virtual Private Network connection' (selected). The 'Virtual Private Network connection' option has a dotted border around it. Below the options, there are three buttons: '< Back', 'Next >', and 'Cancel'.

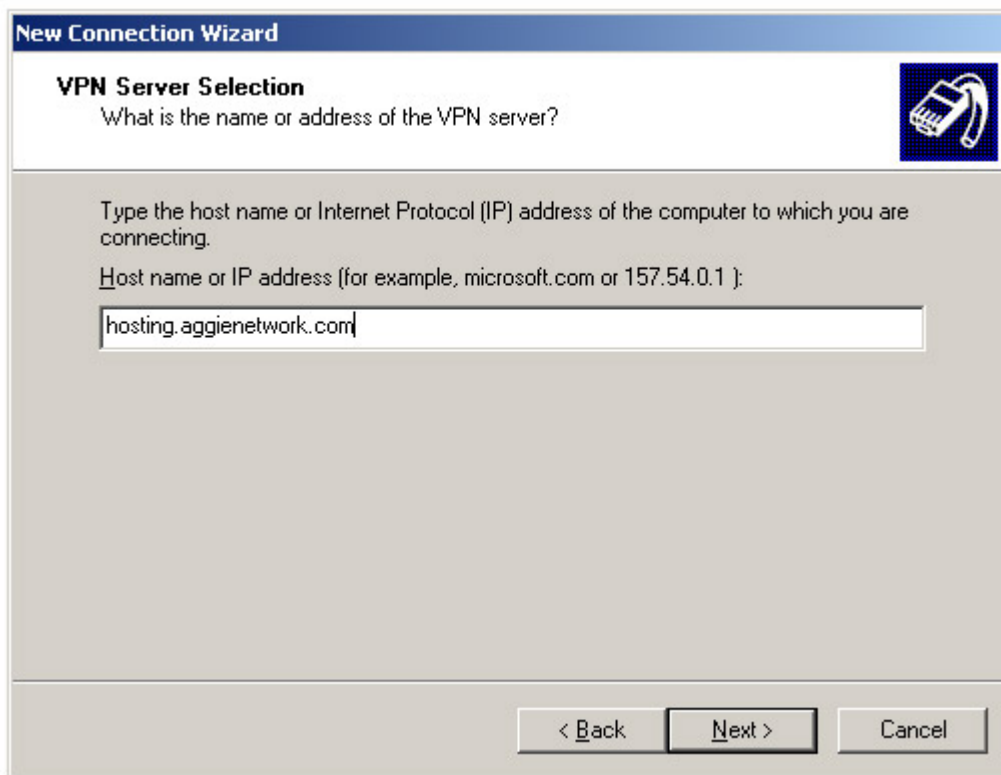
**Step 7:** Specify a name for this connection, **The Association – Hosting**. Click **Next**

The screenshot shows the 'New Connection Wizard' dialog box. The title bar reads 'New Connection Wizard'. The main heading is 'Connection Name' with a sub-question: 'Specify a name for this connection to your workplace.' There is a small icon of a modem in the top right corner. Below the heading, it says 'Type a name for this connection in the following box.' followed by 'Company Name'. There is a text input field containing the text 'The Association - Hosting'. Below the input field, there is a note: 'For example, you could type the name of your workplace or the name of a server you will connect to.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

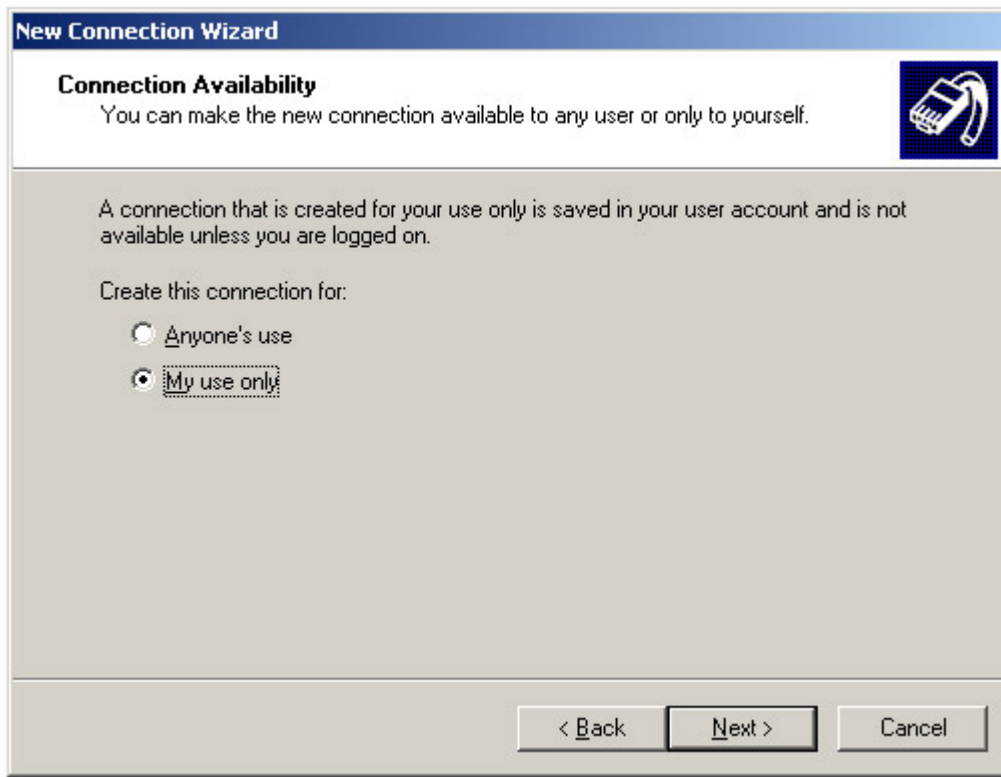
**Step 8:** Select **Do not dial the initial connection** and then click **Next**



**Step 9:** For the **Host name or IP address** enter in: **hosting.aggienetwork.com**. Then click **Next**.



**Step 10:** Select **My use only** and click **Next**



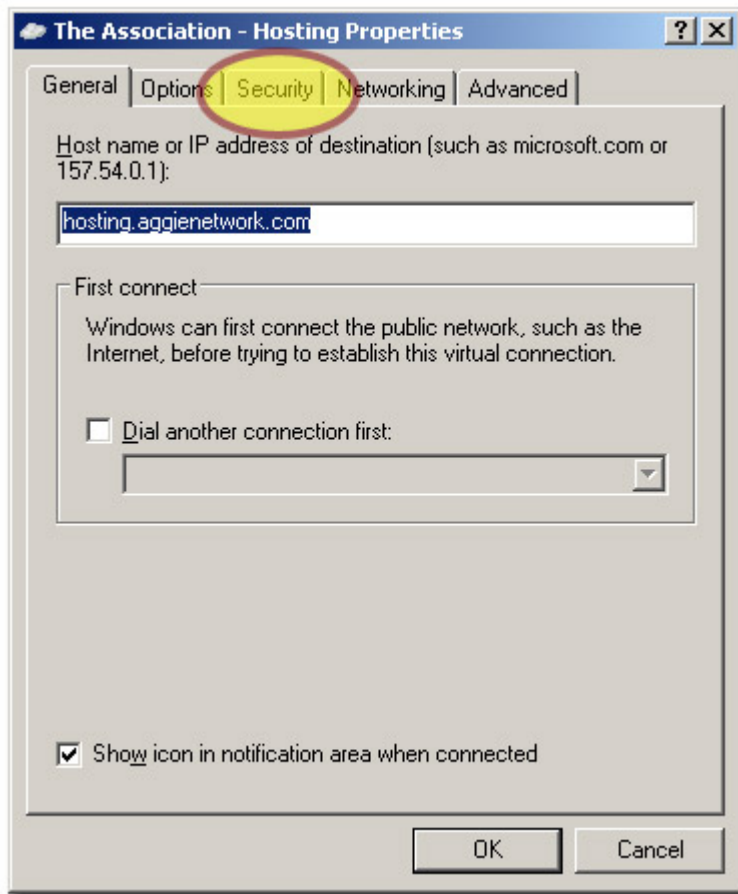
**Step 11:** Check the box titled **Add a shortcut to this connection to my desktop** and then click **Finish**



**Step 12:** Click on **Properties**

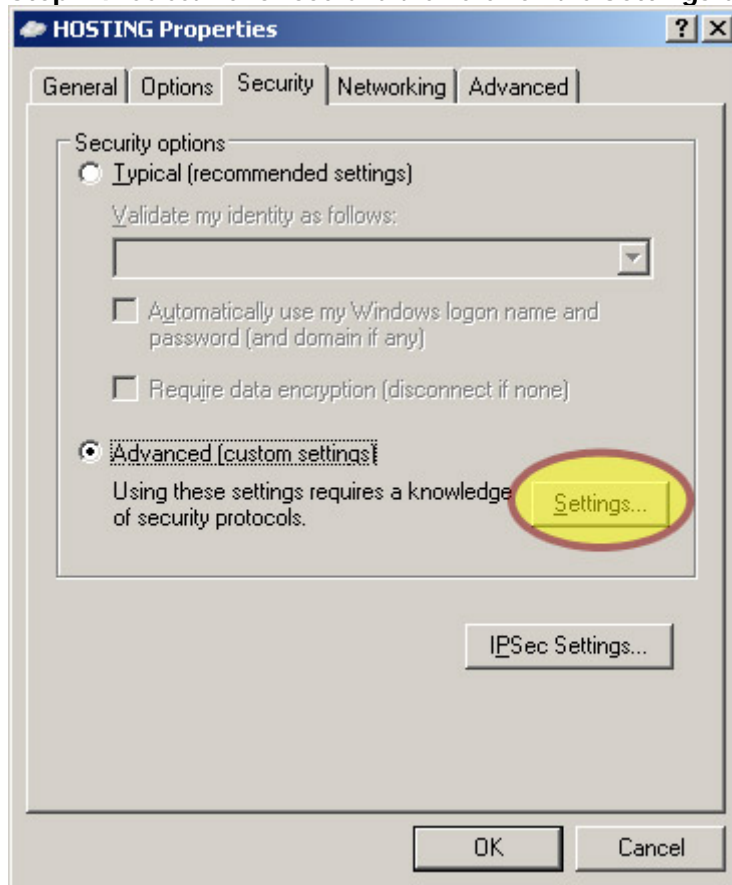


**Step 13:** Select the **Security** tab on the resulting screen

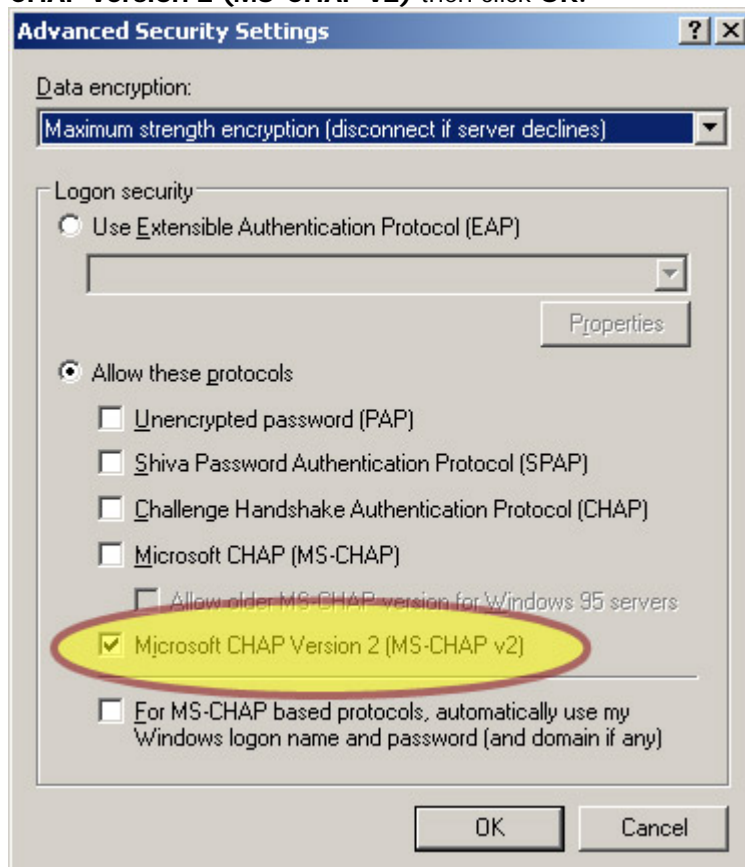




**Step 14:** Select **Advanced** and then click on the **Settings** button

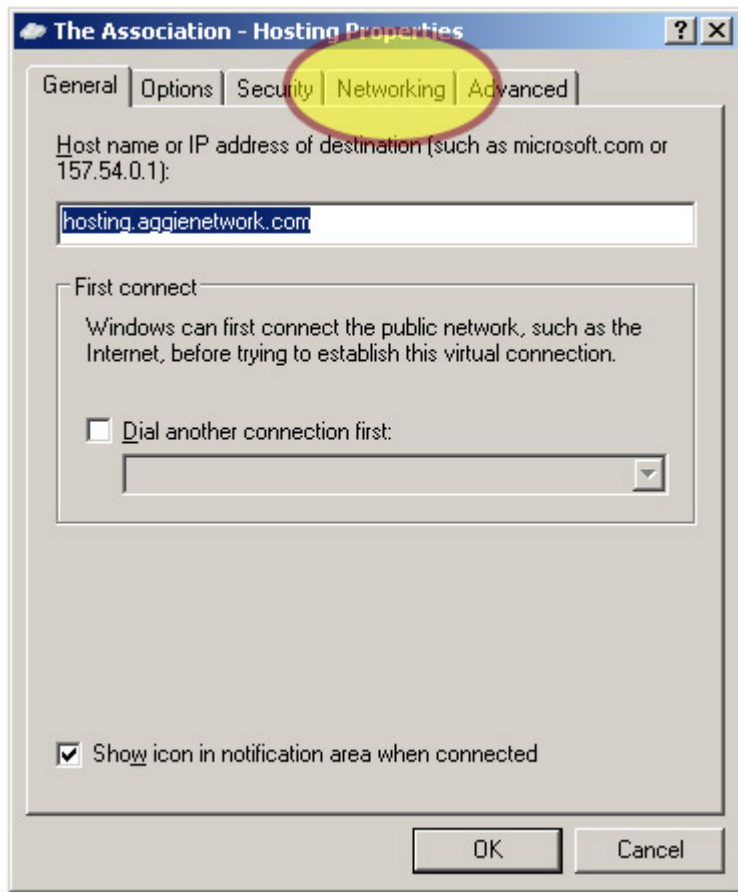


**Step 15:** Select **Allow these protocols** and **un-check all** check boxes **except Microsoft CHAP version 2 (MS-CHAP v2)** then click **OK**.

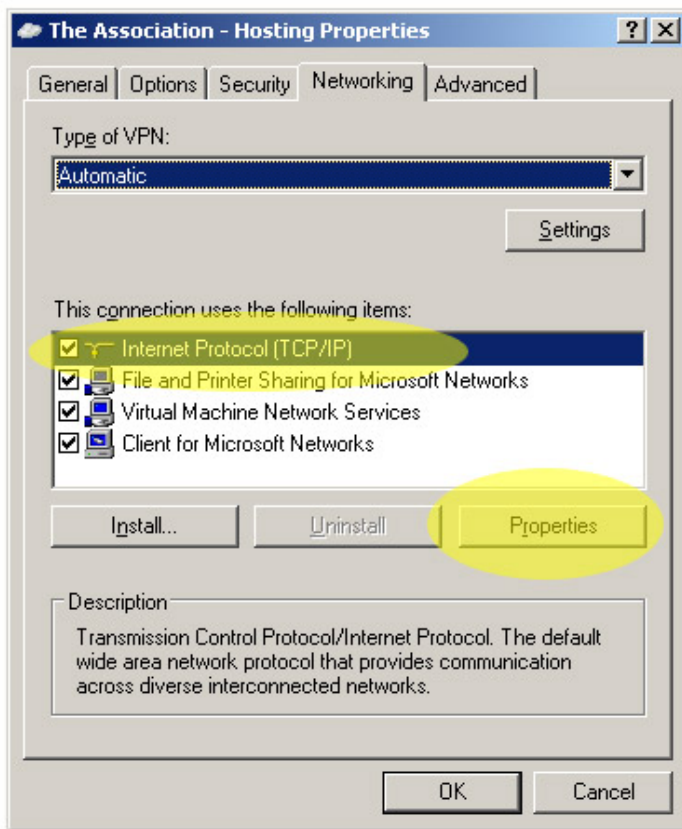




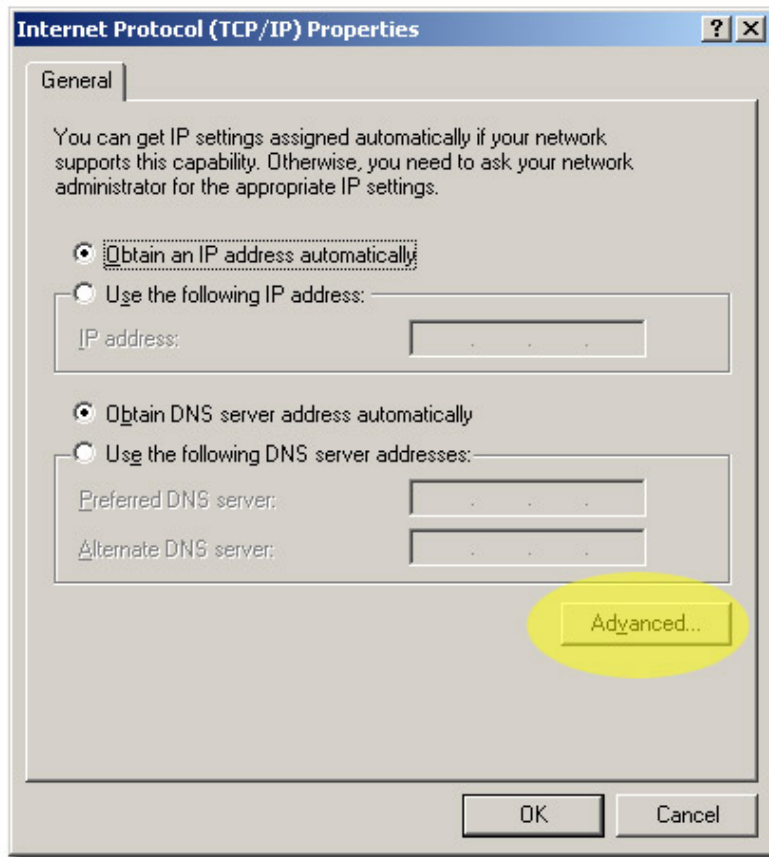
**Step 16: Select the Networking Tab**



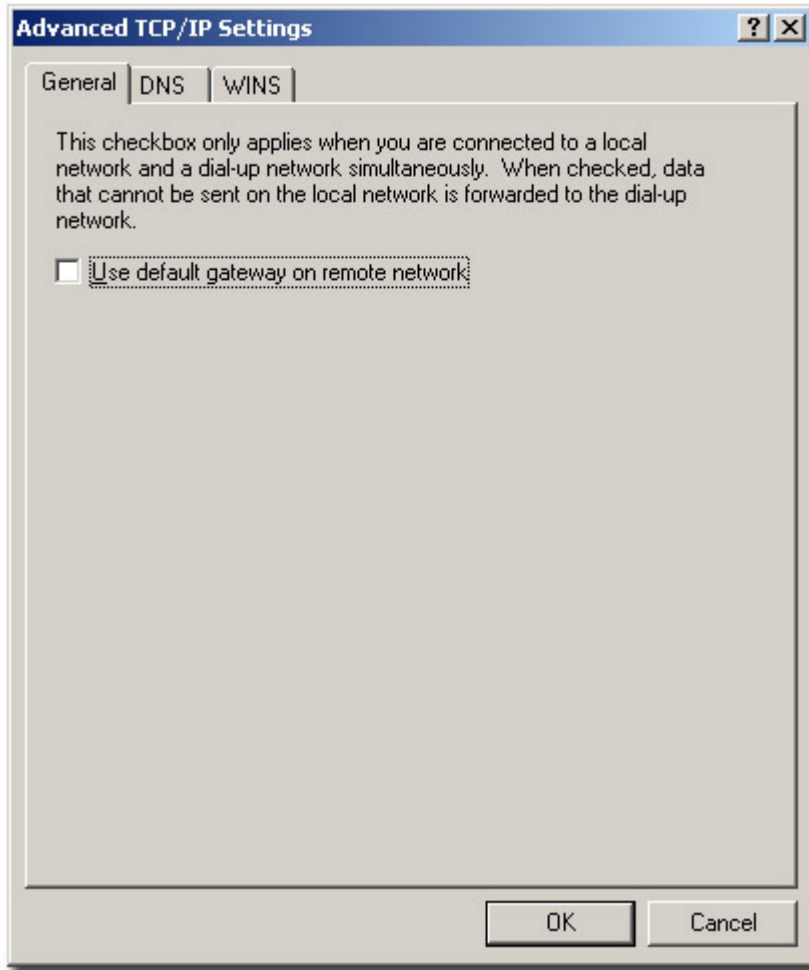
**Step 17: Make sure that Internet Protocol (TCP/IP) is selected in blue and then click the Properties button below the selection.**



**Step 18:** Click the **Advanced** button.



**Step 19: Un-Check** the box next to **Use default gateway on remote network**. Then click **OK** until you are back at the login prompt for the VPN connection.



**Step 20:** Fill in your hosting **username** (in this example, **classof2020**) and then your designated **password** and then click **Connect**.



**Step 21:** You should see the connection authenticate and then a small window will appear near your clock in the bottom right side of your screen that looks like this. **You're done!**

