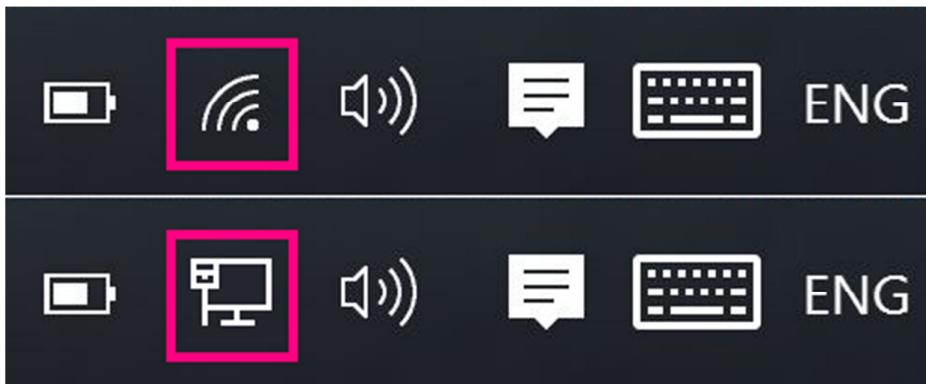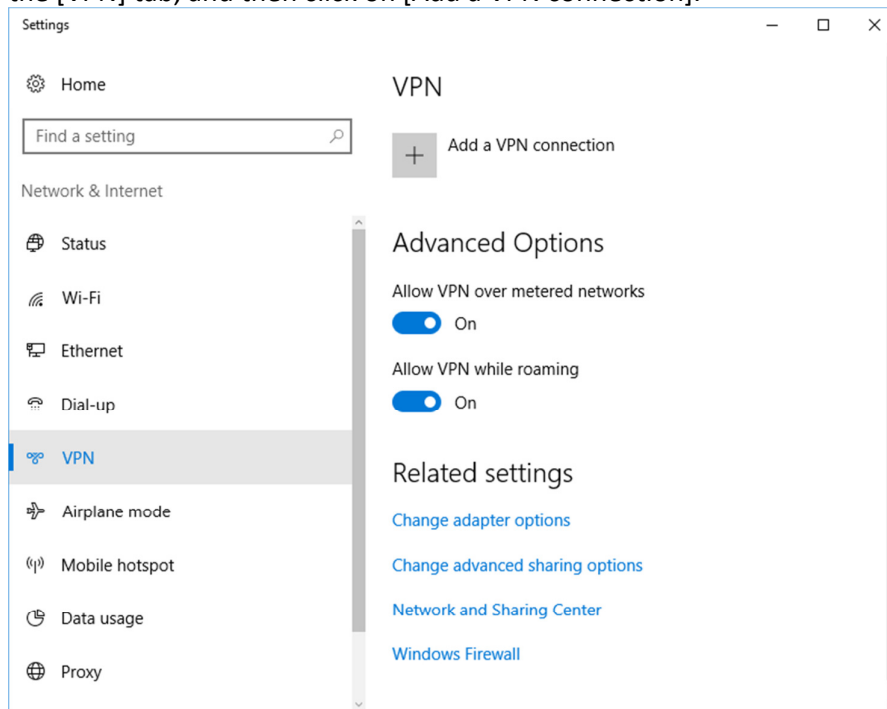## VPN Configuration Guide

For

Windows 10

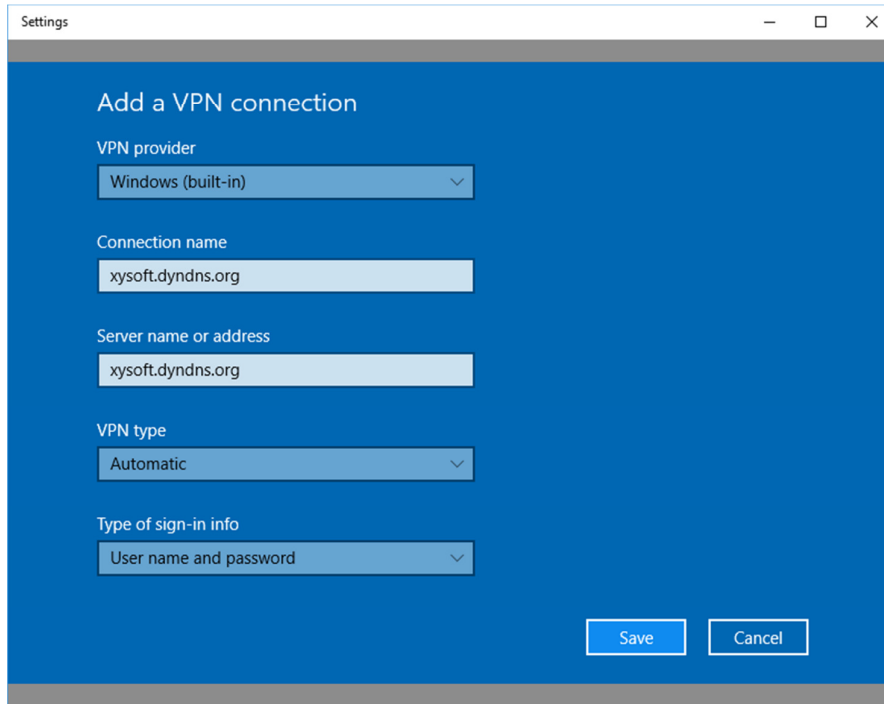1) On the bottom right of the screen, click on the network icon (see circled in pink) that is on the taskbar.

2) When the network icon is clicked, a window

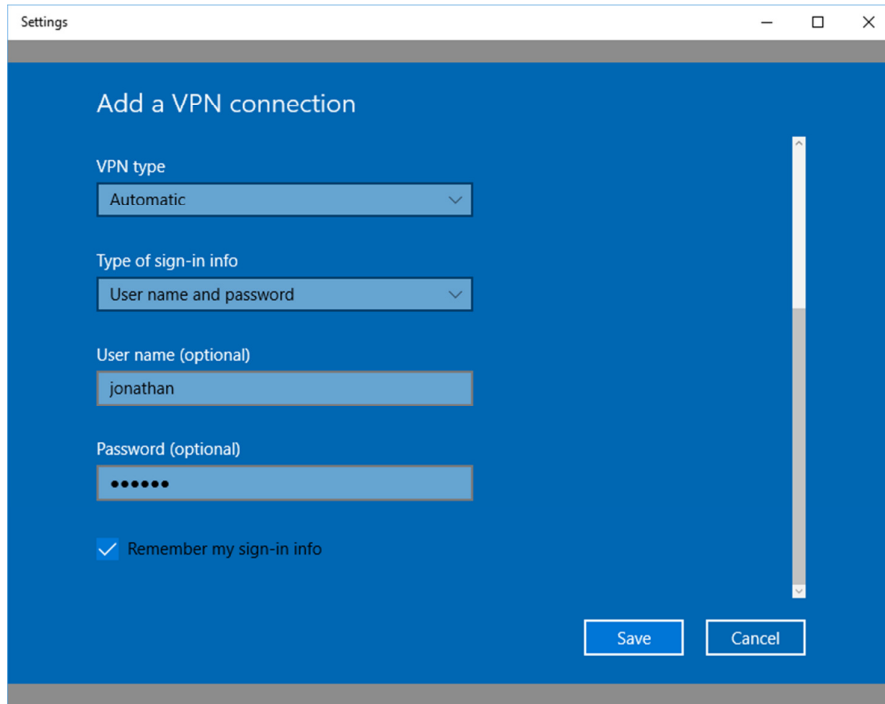shown on the right will pop out.

Click on [Network Settings].

3) After clicking [Network Settings], a window with the network status will pop out. Click on the [VPN] tab, and then click on [Add a VPN connection].

4) Next, give this VPN connection a name, preferably the VPN's server name. Select [Windows (built-in)] for VPN provider. Enter the connection name in the [Connection name] field. Enter the VPN's server name in the [Server name or address] field.
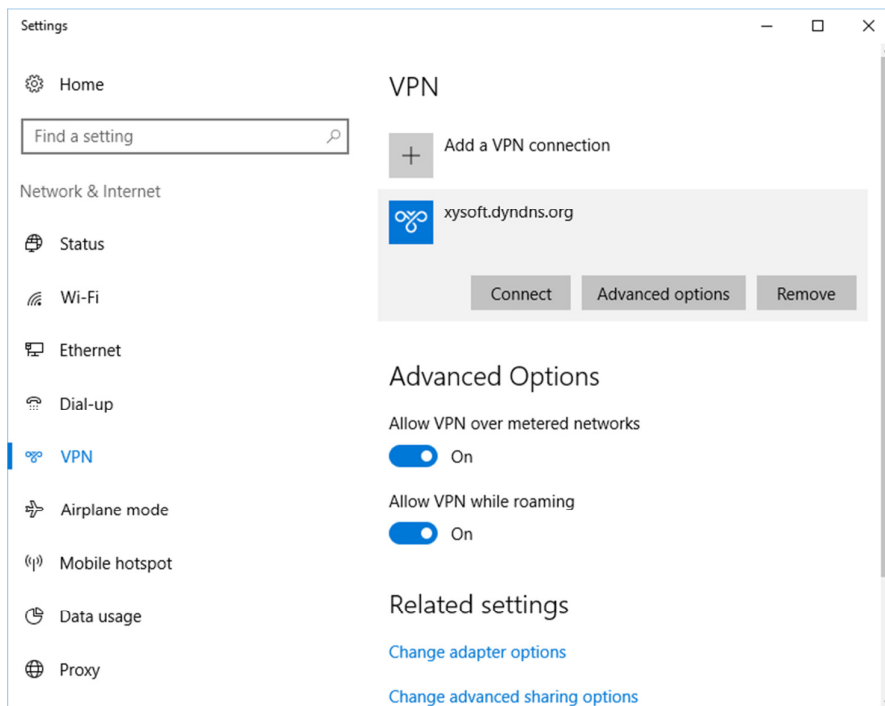
5) Scroll down the window, and enter login details. You can either check or uncheck the [Remember my sign-in info] box. If checked, your login details will be saved, and it will not be saved if left unchecked. Click [Save] when done.
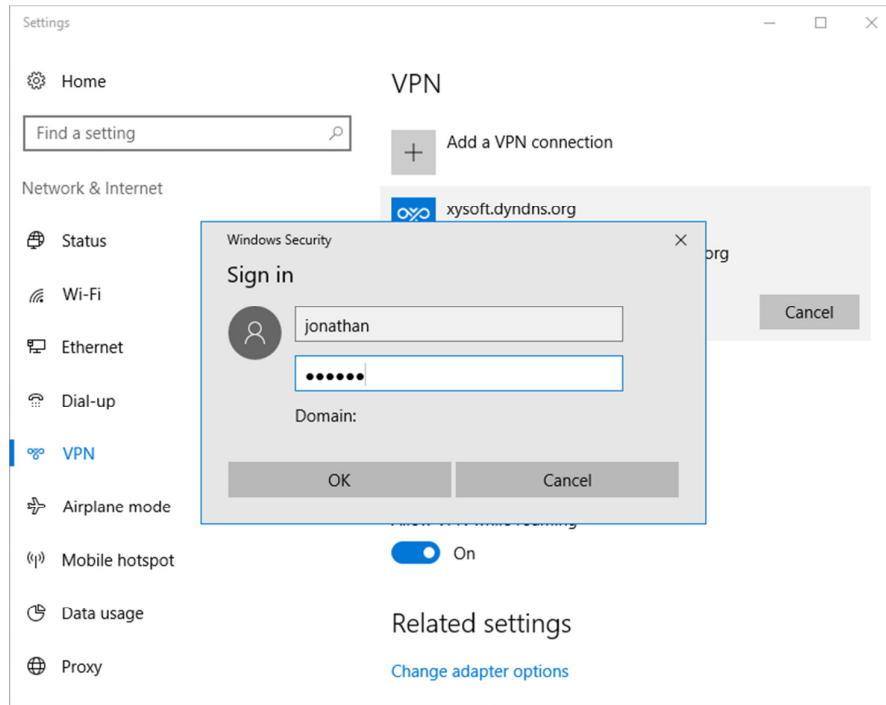
6) After saving the VPN's details, the VPN connection will appear under [Add a VPN connection] option. VPN can only work when you are out of the VPN's network.

Meaning to say, if the VPN is for your office network, your internet connection must not be in the same network. You can only connect to your office VPN when you are not in office.
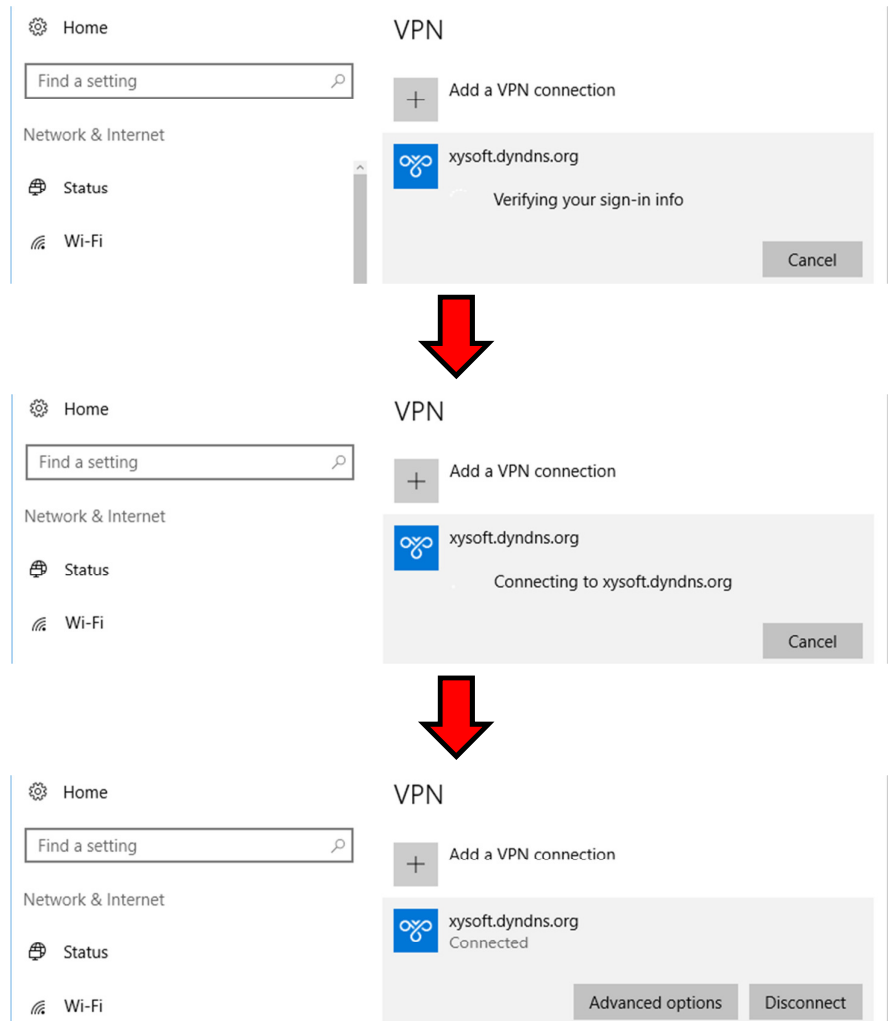
To connect to VPN connection, select the VPN connection and click on [Connect].
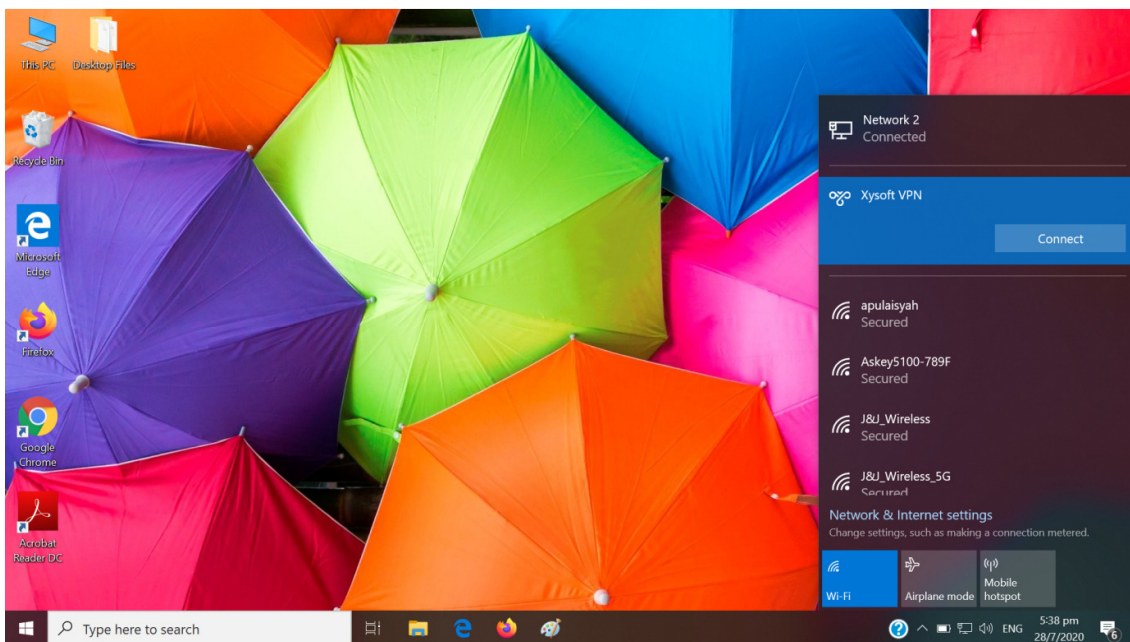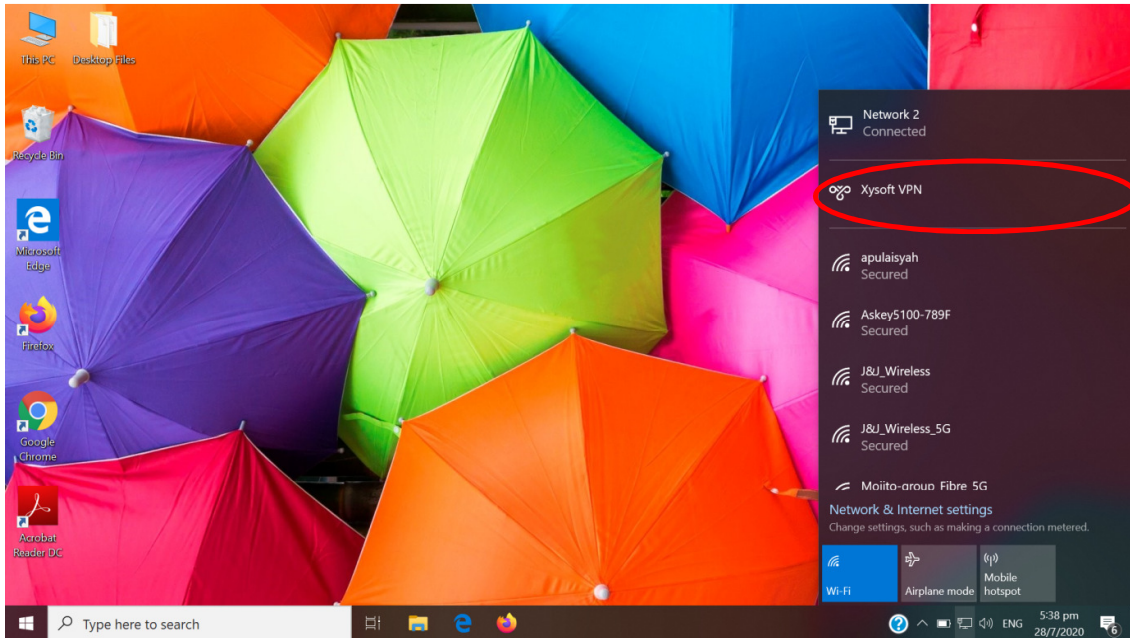
7) If the login details for the VPN were not saved during setup of VPN connection, you will need to enter the login details to connect to VPN connection.

8) If the login details were saved during setup of VPN connection, the VPN will verify sign-in info, and will then connect to the VPN connection.
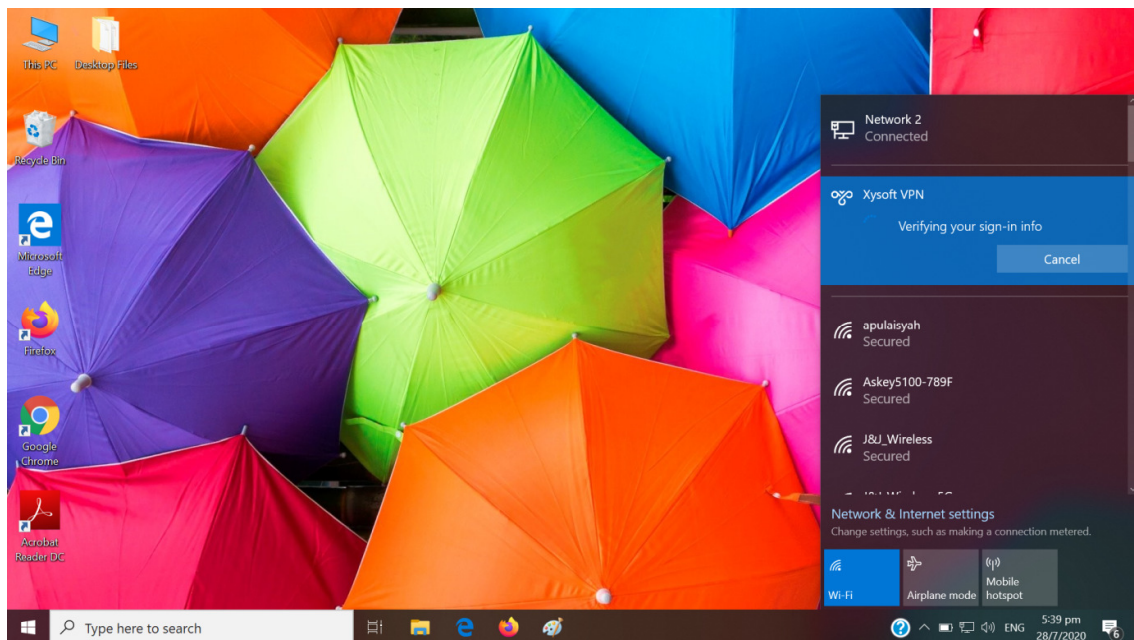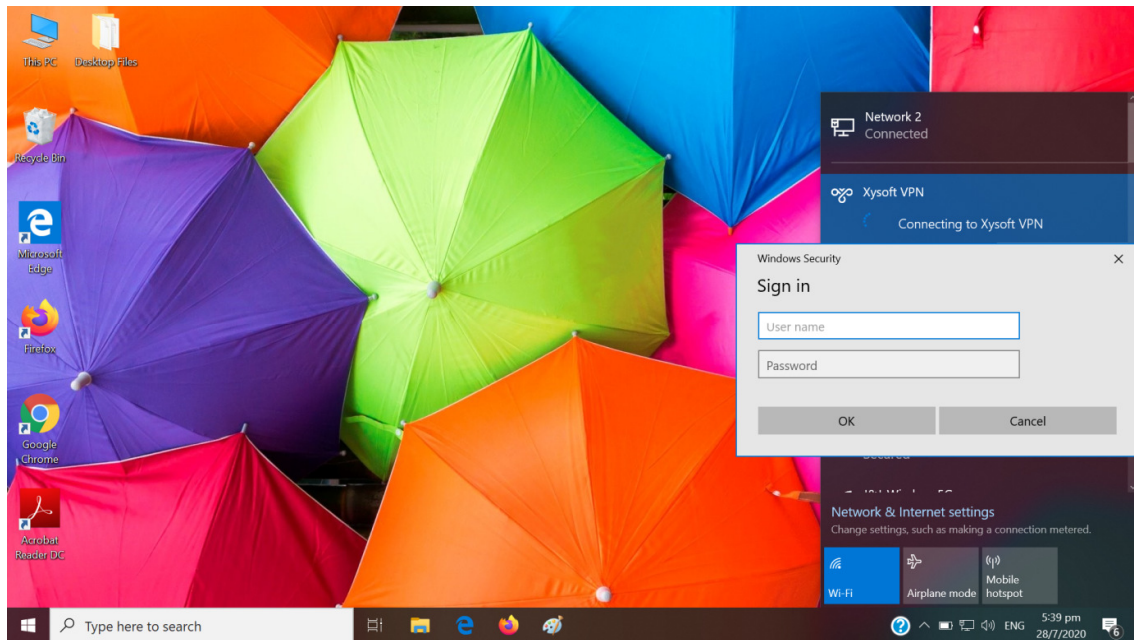
9) For subsequent VPN logins, you may login to the VPN network on the desktop of your PC/laptop as well. From the desktop of your PC/laptop, you will see a 🖥 Network icon on the bottom right corner of the screen. Click on it, and a list of network will appear. Click on the VPN network (circled in red), and the [Connect] button will appear. Click on [Connect] to connect to the VPN network.
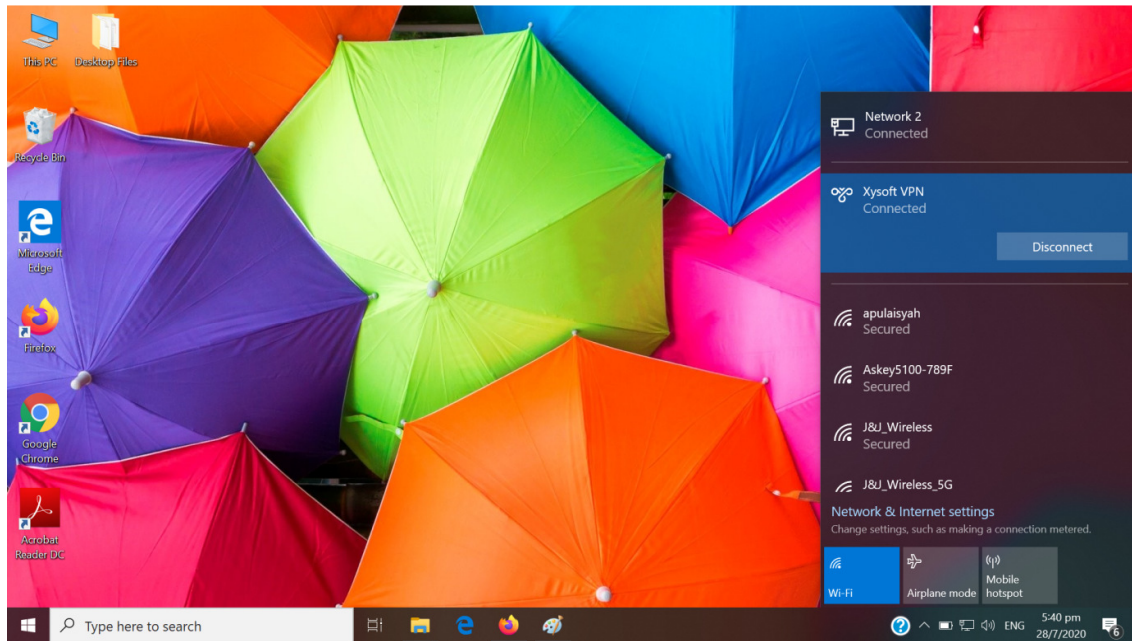
10) If your login details were not saved during the setup of VPN network, you will be prompted to login with your user details. Enter the login details that were issued to you. After entering the login details, click [OK] and it will verify your login details.

If your login details were saved during the setup of VPN network, it will verify after you have clicked [Connect].

11) If the login details entered are correct, the VPN will show that you are connected.

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