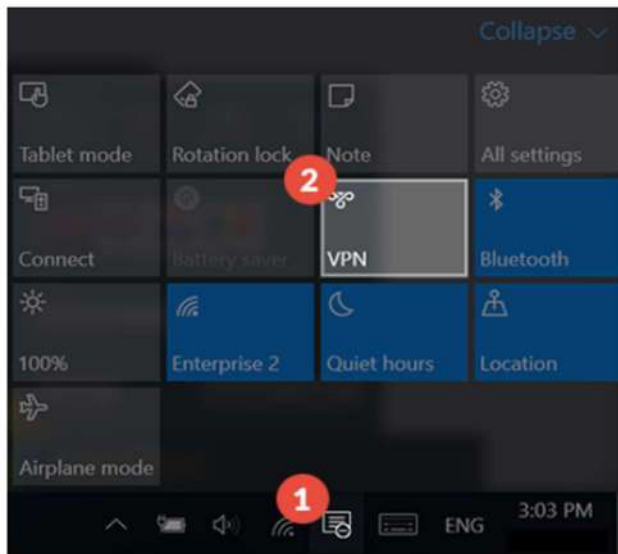


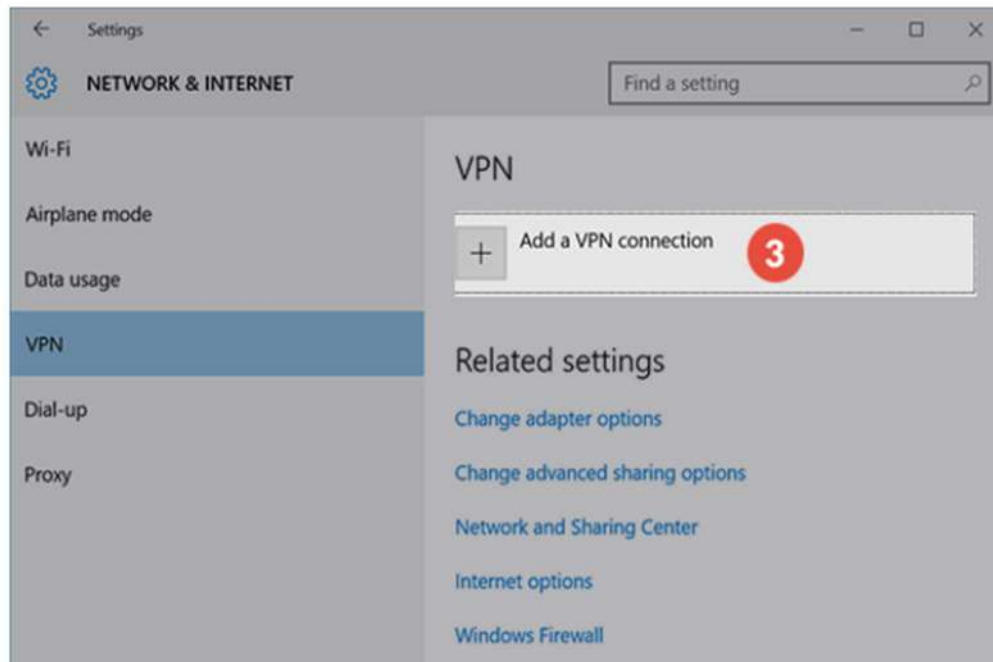
1. Open the Action Centre

Click the Action Centre icon in the system tray at the bottom right of the screen (1) then click VPN (2).



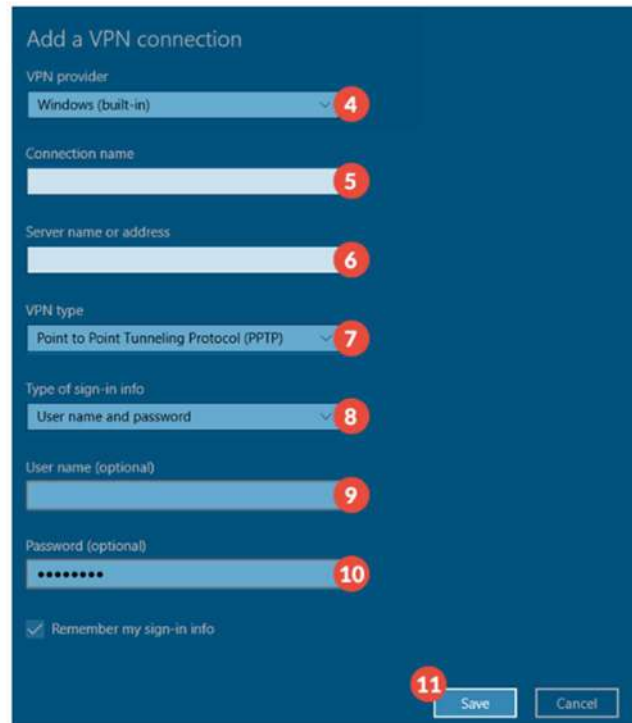
2. Add a VPN Connection

In the Network & Internet window, select 'Add a VPN Connection' (3).



3. Enter connection settings

Enter your connection settings as below.



The screenshot shows the 'Add a VPN connection' dialog box with the following fields and callouts:

- 4: VPN provider dropdown menu, currently set to 'Windows (built-in)'. A red circle with the number 4 is next to the dropdown arrow.
- 5: Connection name text input field. A red circle with the number 5 is at the end of the field.
- 6: Server name or address text input field. A red circle with the number 6 is at the end of the field.
- 7: VPN type dropdown menu, currently set to 'Point to Point Tunneling Protocol (PPTP)'. A red circle with the number 7 is next to the dropdown arrow.
- 8: Type of sign-in info dropdown menu, currently set to 'User name and password'. A red circle with the number 8 is next to the dropdown arrow.
- 9: User name (optional) text input field. A red circle with the number 9 is at the end of the field.
- 10: Password (optional) text input field with masked characters (dots). A red circle with the number 10 is at the end of the field.
- 11: A red circle with the number 11 is positioned above the 'Save' button.

At the bottom, there is a checked checkbox labeled 'Remember my sign-in info' and two buttons: 'Save' and 'Cancel'.

For VPN provider (4), **select Windows (built-in)**

For Connection name (5), **name the connection < Company> VPN Connection** or similar.

For Server name or address (6) **enter your server's address**

For VPN type (7) **select Point to Point Tunnelling Protocol (PPTP)**

For Type of sign-in info (8) **select User name and password**

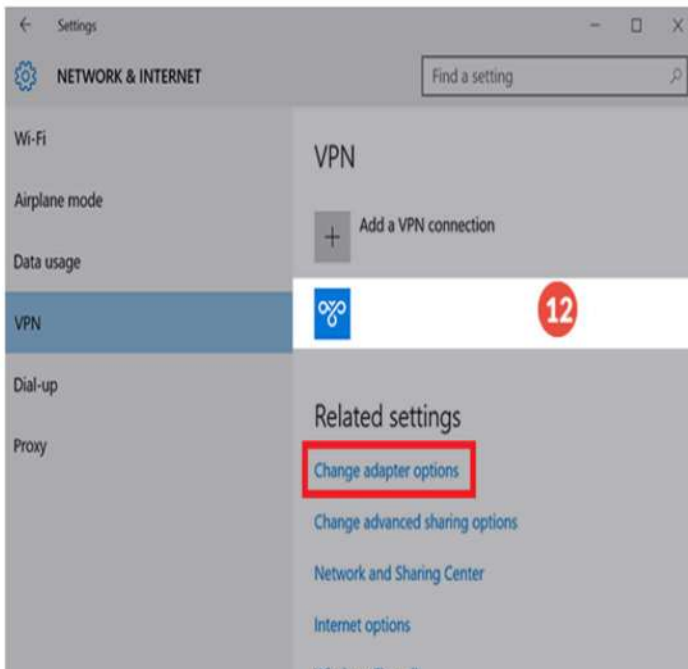
For User name (optional) (9) please **enter your workplace username.**

For Password (optional) (10) **enter your workplace password.**

Click Save (11)

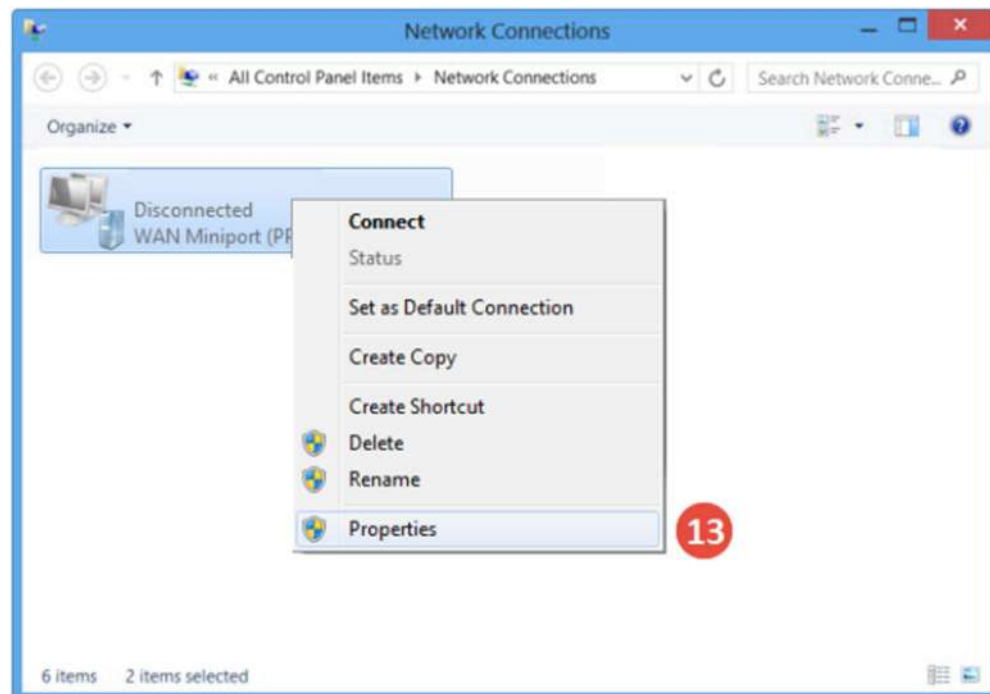
4. Change adapter options

The connection should now be visible under VPN (12). Select 'Change adapter options' below this. This will open the Network Connections window.

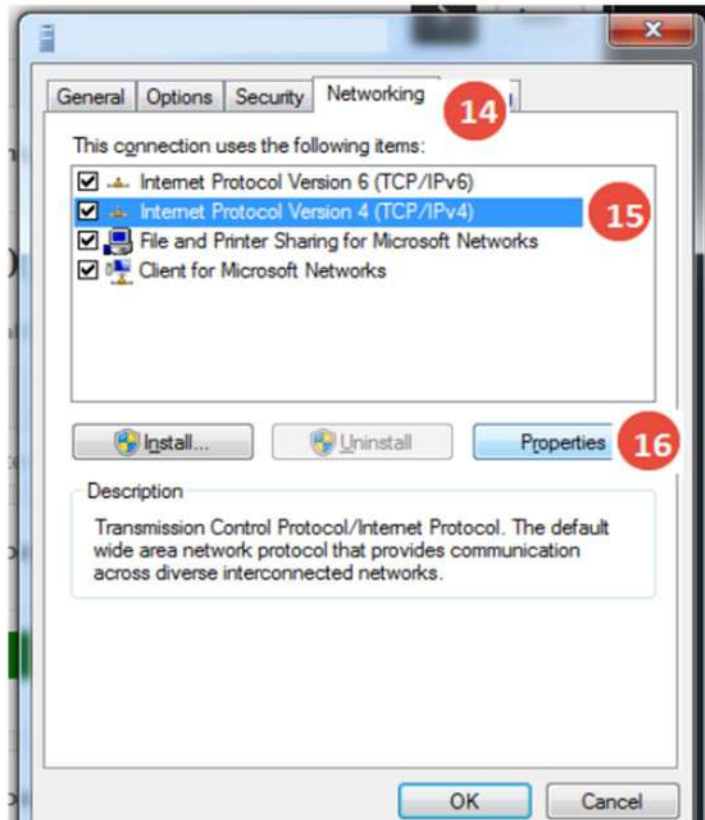


5. Change Networking settings

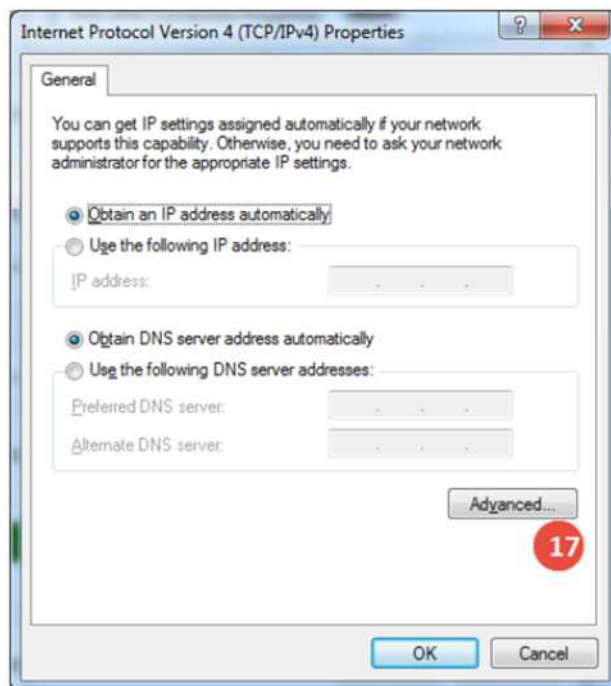
Right-click the VPN connection and select Properties (13).



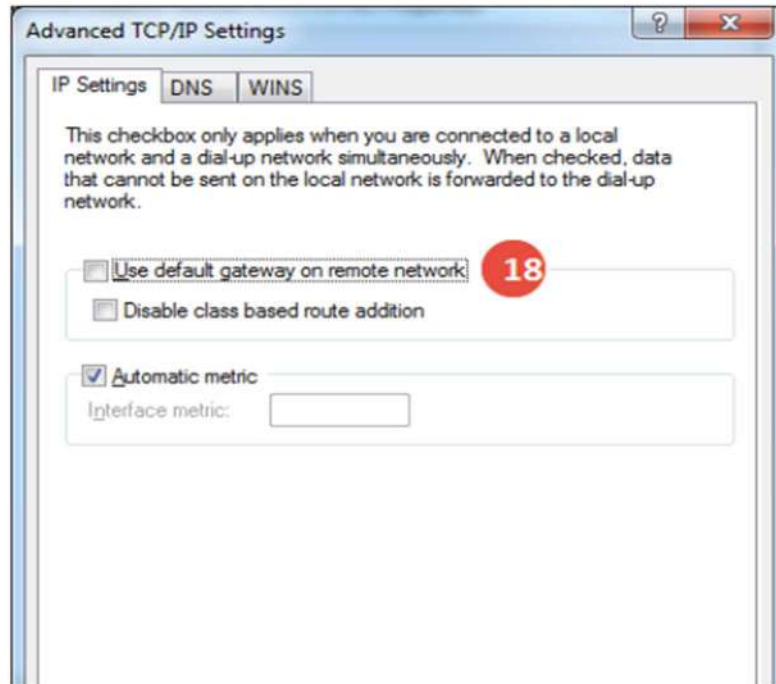
Select the Networking tab (14) then select Internet Protocol Version 4 (15) and click I



Select Advanced (17)



Ensure the **'Use default gateway...'** option is **unticked** (18) then **click OK** (19) .



6. Dial the VPN

To dial the VPN, **click the network icon** in the system tray (20) and **select your VPN connection** (21).

