

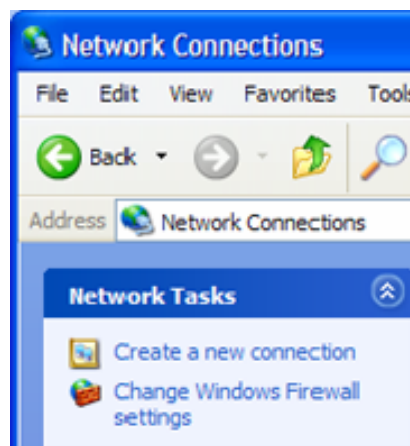
## How to create a new VPN connection

**Please note:** If you have never used VPN before, please put in a Help Desk request asking for a VPN connection. Once that has been done and VPN has been setup for you, you may then proceed with the directions below.

1. Click Start, click Control Panel, click Network and Internet Connections, and then click Network Connections.



2. Click Create a new connection, and then click Next.
3. Click Connect to the network at my workplace, and then click Next.



### Connect to the network at my workplace

Connect to a business network (using dial-up or VPN) so you can work from home, a field office, or another location.

4. Click Virtual Private Network connection, and then click Next.

### Virtual Private Network connection

Connect to the network using a virtual private network (VPN) connection over the Internet.

5. Type a descriptive name (for example, '*HEC VPN*'), and then click Next.
6. Click Do not dial the initial connection, and then click Next.
7. Type the host name: *vpn2.hec.ohio-state.edu*, and then click Next.

Type the host name or Internet Protocol (IP) address of the computer to which you are connecting.

Host name or IP address (for example, microsoft.com or 157.54.0.1):

8. Click on My use only.

9. Click Next, and then click Finish.

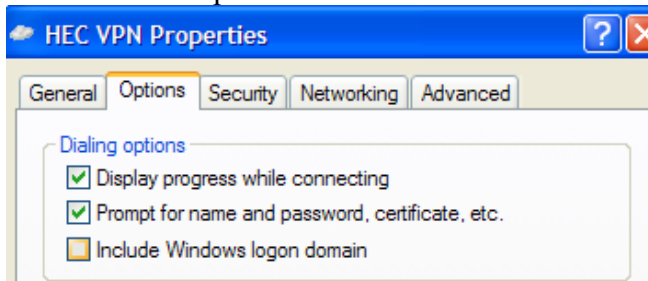
10. Double Click on the VPN Icon in the Network and Internet Connections folder



11. Click on the 'Properties' button

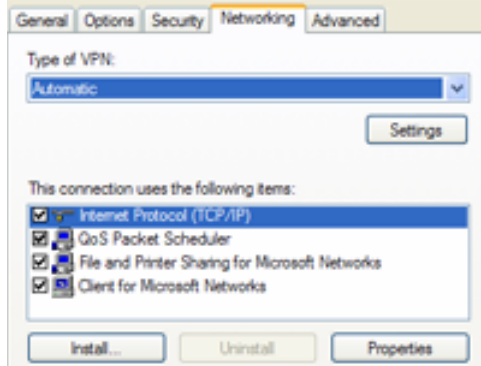


12. Click on the 'Options' Tab and check the box that says '*Include Windows logon domain*'

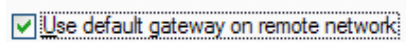


13. Click on the Networking Tab

14. Select Internet Protocol (by clicking on it), and clicking the 'Properties' button



15. Click on the 'Advanced' button, and check the 'Use default gateway on remote network' box



16. Save your settings and you are ready to connect remotely to HEC's network.