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**VPN** 

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# How to install VPN to access Athens servers

Downloading and installing VPN client and connecting to SKAPS servers involves 3 small steps:

## STEP 1 - Download and install VPN

Go to https://fw.athens.skaps.com/sslvpn.html (https://fw.athens.skaps.com/sslvpn.html). Use your login name and password provided to you by SKAPS IT admin to download and install the program. (Note – try only your first name as user name. If it does not work, try using skaps\your\_login\_name and then your password.

#### STEP 2 - Connect to SKAPS servers using VPN

Once installed, you'll have a new icon on your desktop



Double click on this icon to run it. See below. Server field is just as shown in the picture below (fw.athens.skaps.com). Use YOUR username and password to connect to VPN.



Once you get the message it's connected, you'll see a green W icon in your system tray near the computer clock. Green means it's connected.

### STEP 3

Now use your Windows Remote Desktop Connection (RDP) (All Windows come with a copy of Remote Desktop) to connect to any server using the server name and not its IP. For example, the QuickBooks Server name is qbserver. That's what you would type in the computer name. See picture below –