

Step by Step: Connecting to a VPN (Outgoing)

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Step by Step: Connecting to a VPN (Outgoing)

Step 1 Click the Start button. In the search bar, type VPN and then select Set up a virtual private network (VPN) connection.

Step 2 Enter the IP address or domain name of the server to which you want to connect. If you're connecting to a work network, your IT administrator can provide the best address.

Step 3 If you want to set up the connection, but not connect, select Don't connect now; otherwise, leave it blank and click Next.

Step 4 On this next screen, you can either put in your username and password, or leave it blank. You'll be prompted for it again on the actual connection. Click Connect.

Step 5 To connect, click on the Windows network logo on the lower-right part of your screen; then select Connect under VPN Connection.

Step 6 In the Connect VPN Connection box, enter the appropriate domain and your log-in credentials; then click Connect.

Step 7 If you can't connect, the problem could be due to the server configuration. (There are different types of VPN.) Check with your network administrator to see what kind is in use--such as PPTP--then, on the Connect VPN Connection screen, select Properties.

Step 8 Navigate to the Security tab and select the specific Type of VPN from the drop-down list. You may also have to unselect Include Windows logon domain under the Options tab. Then click OK and Connect.