



# OpenVPN using Windows (10, 8, 7)

The Charité VPN service is based on the *OpenVPN* that is available for a multitude of operating systems. The following instructions take you through the installation and start-up phase of the software system using Windows 10. Older versions of Windows (i.e. Vista or XP) are **no longer** supported.

## Downloading the Programme and Installation

After your VPN request has been processed, you will receive a confirmation mail with various links to software and documentation. **Users without a Charité email account** will first have to set a password in the password front end (<https://zugang.charite.de>). Only then can you use the VPN service.

You cannot install OpenVPN by yourself **on Charité's centrally administered PCs**. Call the *IT Helpdesk* and request assignment of the OpenVPN software.

First download the OpenVPN software onto your computer.

Use your favorite web browser (*Edge, Firefox or Chrome*) to open the OpenVPN page <https://openvpn.net>. From the drop-down menu *Community* choose the link *Downloads*, fig. 1. On the download page you will find the most recent version (**current in March 2022: OpenVPN 2.5.5**). Select and download the *Windows 64-Bit MSI Installer* (usually for Windows10) or the *Windows 32-Bit MSI Installer* (usually for Windows7/8), fig. 2. Click *Run (Ausführen)* to confirm to continue. The installation follows directly after downloading.

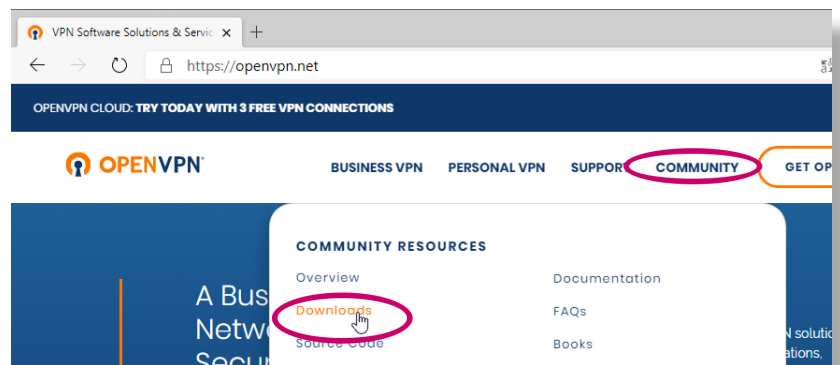


Fig. 1 OpenVPN Homepage

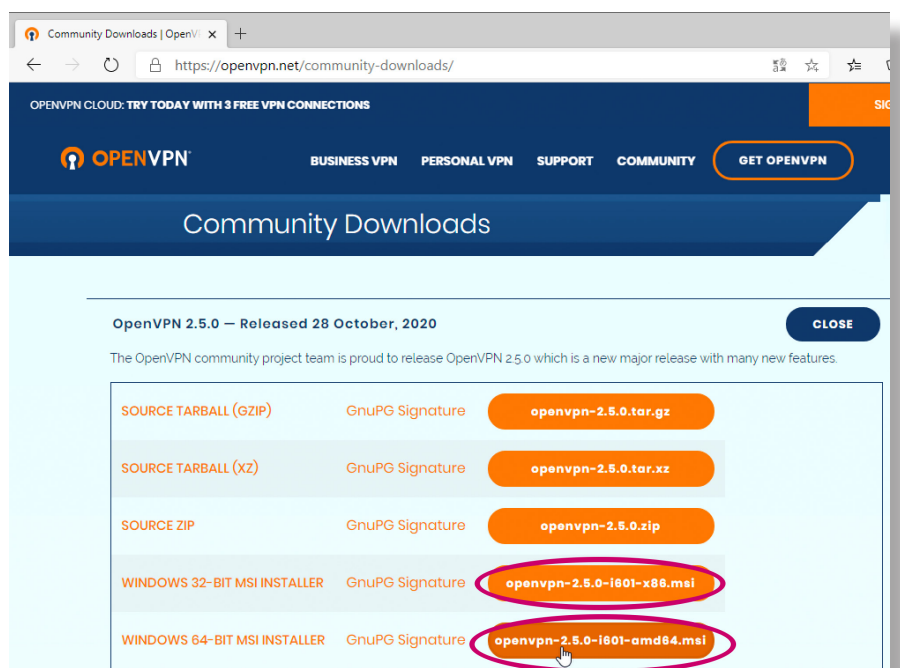
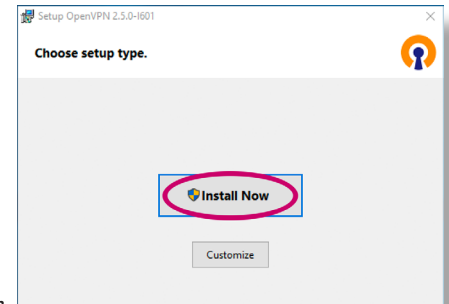


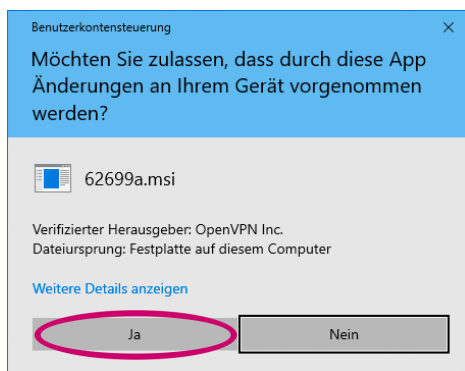
Fig. 2 Load OpenVPN software

The first thing you get is the possibility to adjust the installation, which is not necessary, *fig. 3*.

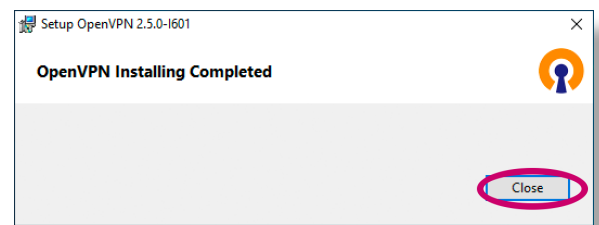


**Fig. 3** Starting the installation

Now follows the well-known warning of the *User Account Control (Benutzerkontensteuerung)*, *fig. 4*, then the installation process starts. The rest of the process runs without questions or confirmations, only at the end a click is required again, *fig. 5*.



**Fig. 4** User Account Control



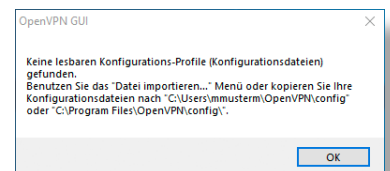
**Fig. 5** Completion of the installation

Now the program itself is installed, but you still have to add your *personal configuration file* for the Charité connection, *fig. 6*.

You will have received a link from the VPN staff in a separate email which you can use to download the personal configuration file. **Please note:** The link is only valid for 14 days. If you do not load the file within this time, you must request a new link from the VPN staff (vpn@charite.de). Store the file on the desktop or in the download folder.

The program was started automatically and you will find the OpenVPN GUI icon on the desktop. As a sign of the programme start, a new icon appears in the notification area of the task bar (bottom right), showing a dark screen with a lock, *fig. 7*. **Please note:** Sometimes the icon is hidden behind a collection symbol, the *triangle*.

Right-click on the OpenVPN icon in the taskbar and select *Import File (Datei importieren)* from the drop down menu, *fig. 8*. In the following window select the configuration file. The successful import is confirmed with an information window, *fig. 9*. Now OpenVPN is ready for use.



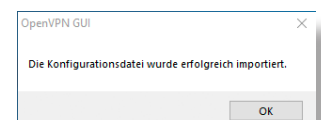
**Fig. 6** Successful installation



**Fig. 7** OpenVPN GUI icon in taskbar or hidden



**Fig. 8** Import configuration file



**Fig. 9** Configuration file successful imported

## Geschäftsbereich IT

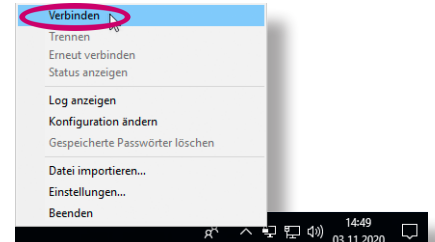
### Starting the connection / Working with the Charité Network

To connect to the Charité net right click on the OpenVPN icon in the taskbar and then on *Connect (Verbinden)* in the drop-down menu, *fig. 10*.

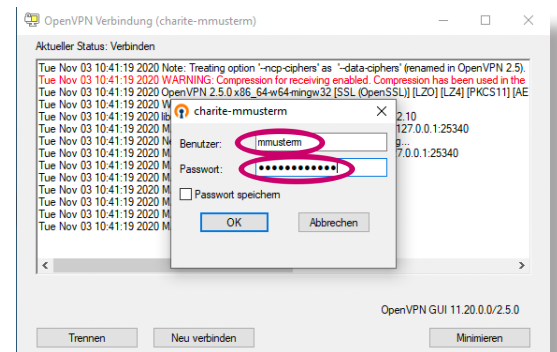
**Should the item be absent in the drop down menu**, it is because the configuration file does not exist. Perform the *Import File (Datei importieren)* task shown in *fig. 8* and then connect.

The *Current Status (Aktueller Status)* window opens and displays the connection steps. This is the most important information for the VPN advisors ([vpn@charite.de](mailto:vpn@charite.de)) in case of problems. In addition, the *User Authentication (Benutzer Authentifizierung)* window opens where you enter your *user name* (as received per email) and *password* (Charité mail password resp. as defined in the password portal), *fig. 11*. During the login process the OpenVPN icon in the taskbar is yellow; if your login is accepted an information pop-up shortly appears, *fig. 12*, and the color of the icon changes to green.

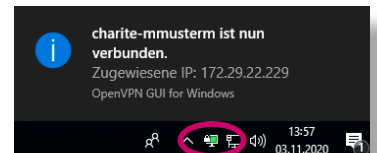
The *Current Status (Aktueller Status)* window can be directly opened to check the successful connection, or in the case of an error, copied and sent as an email to the VPN advisors. To do this, right click on the OpenVPN icon in the taskbar and then click on *Log Information (Log anzeigen)* in the drop-down menu.



**Fig. 10** Connecting OpenVPN

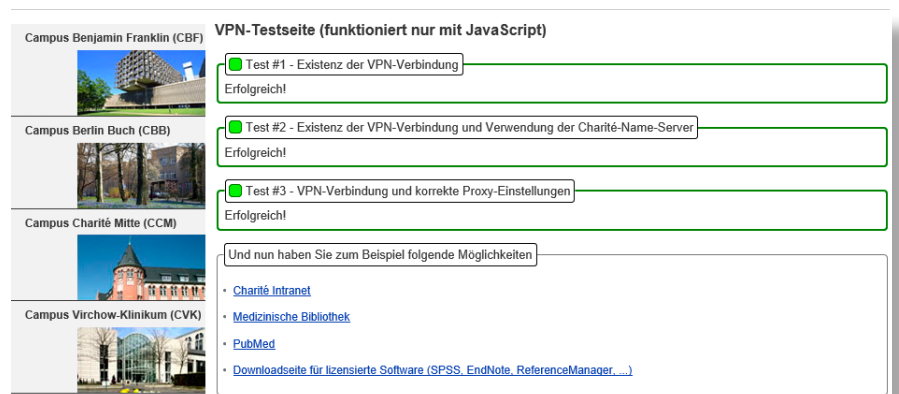


**Fig. 11** OpenVPN user name and password



**Fig. 12** Connection process and Connected message

After establishing the connection you should check that all settings are correct. <http://vpntest.charite.de> provides a one-stop web service to check if the VPN connection is working properly. Three green dots indicate a fully operational VPN, *fig. 13*. In case of errors you'll be given hints on what might be wrong and how to fix it. **Users without a Charité email account** will in general get a red dot on test #3 as they lack authorization for using the Charité proxy.



**Fig. 13** Website <http://vpntest.charite.de>

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### Using the Charité proxy while connected via OpenVPN

**Please note: This section concerns Charité members only (users with a Charité e-mail account). External users are not authorized to use the Charité Internet Proxy.**

Your PC is now virtually connected to the Charité network. Like all computers on the Charité network, it must use the Charité Internet Proxy to access the Internet and thus gives you access to subscribed e-media (books and journals) - as long as the OpenVPN connection is active.

Current Windows versions will search for a proxy by default, so test #3, fig. 13, will be successful. **Important hint: The browser retrieves the automatic proxy configuration on startup only. This means that you need to restart the browser after connecting or disconnecting from the**

**VPN!** Please note, that some programmes have their own proxy settings (like *Reference Manager* et. al.). Please set these accordingly if the programme have no internet connection.

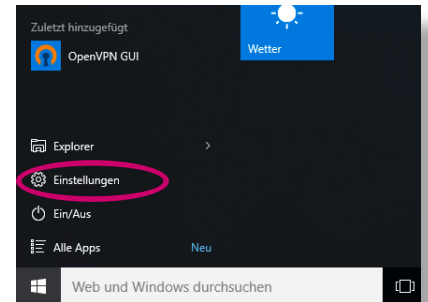


Fig. 14 Windows Settings

If you need to change the proxy settings of your PC, proceed as follows:

Open *Settings (Einstellungen)* from the *Windows* menu, bottom left of the screen, fig. 14. Select *Network & Internet (Netzwerk und Internet)* and select *Proxy* there, fig. 15. With *Auto Detect Proxy (Einstellungen automatisch erkennen)* the switch should be activated, fig. 16.

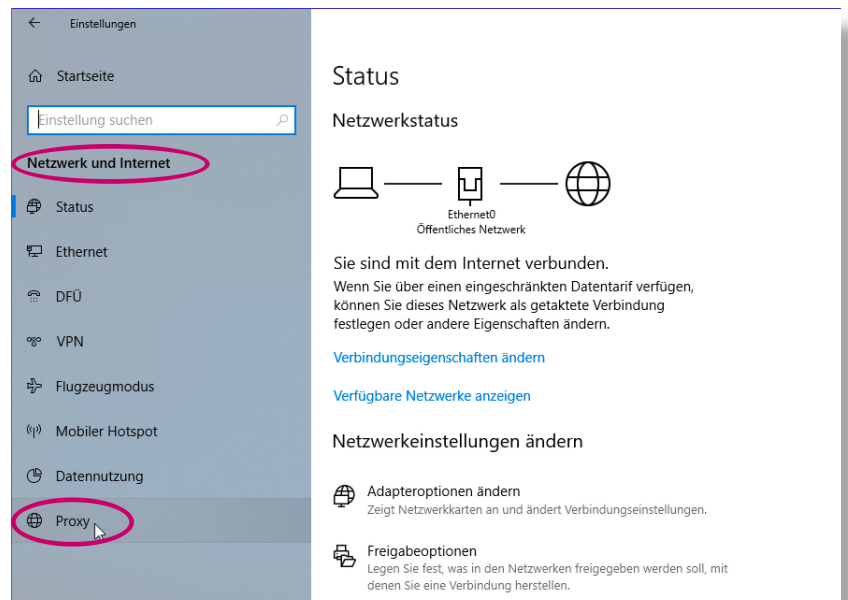


Fig. 15 Network & Internet

If you use *Mozilla Firefox*, the corresponding option is *Auto Detect Proxy Settings (Die Proxy-Einstellungen für dieses Netzwerk automatisch erkennen)* and can be found in the *Extras* menu under *Settings → Extras → Network → Connect (Einstellungen → Erweitert → Netzwerk → Verbindung)*

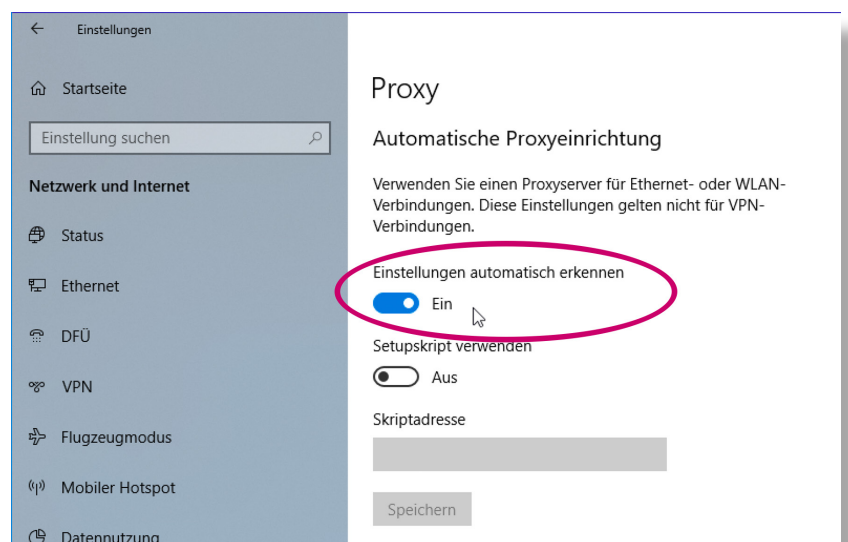


Fig. 16 Auto Detect Proxy