Connecting to the King’s College VPN with Windows 7

This guide will walk you through the steps of connecting to the King’s College VPN from a Windows 7 computer.

A VPN connection is a tool that allows you to connect to the network at your workplace from your home computer. Once you are connected to the VPN, you can connect to your network drives (such as your H:\ drive and G:\ drive) from your home PC and do some of your work from home.
Notes

- If you would like access to the King’s College VPN, IITS would be happy to grant it to you. We only ask that you submit a formal request to our Help Desk by calling x4357 or by emailing help@kings.edu. In order to keep things as secure as possible, access to our VPN is granted on a per-request basis. Please be advised that this is King’s College in Wilkes-Barre, PA, USA.

- In order to connect to the King’s College VPN, you MUST have an active internet connection on your home computer.

- This guide is ONLY intended for use with Microsoft Windows 7. If you have either Windows XP or Windows Vista on your home PC, please read the appropriate guide. Unfortunately, we don’t have any guides available for Mac OS or Linux.
Part 1: Setting up your VPN connection and network drives

In this part of the guide, you will create a King’s College VPN connection on your computer and then create connections to the G:\ drive and your H:\ drive. You will only need to do this the first time you would like to connect to the King’s College VPN from your home computer. Once you have initially created your King’s College VPN Connection and connected to your network drives, you should follow the steps in Part 2 to connect to and disconnect from the King’s College VPN.
Step 1: Creating the King’s College VPN Connection

This step will show you how to navigate your ‘Connect to a network’ window, which will allow you to create, connect to, or disconnect from network connections on your computer. In this step, you will navigate to the ‘Connect to a network’ window in order to create your King’s College VPN Connection.

1.1) Begin by left-clicking the Windows button in the lower left-hand corner of your screen. This will open your ‘Start’ menu. In your ‘Start’ menu, look for the ‘Search programs and files’ textbox. When you find the textbox, begin typing the following text: set up a virtual private network. As you type you will see the search results narrow until only ‘Set up a virtual private network (VPN) connection’ remains. Left click on this, and you will see a new window open on your screen called ‘Create a VPN Connection’.
1.2) You will now be asked to fill in both the **Internet address** that you will be connecting to as well as the **Destination name** for this connection. Use the following information:

- **Internet address**: vpn02.kings.edu
- **Destination name**: King’s College

After you have filled in these values, left-click the ‘**Next**’ button to continue.
1.3) You will now be prompted for the user name and password that you would like to use to connect to the King’s College VPN. Enter the following information:

**User name:** Your King’s College email address (ex: If your name is Mary Smith, you would enter marysmith@kings.edu)

**Password:** Your King’s College password (ex: If the password you use to log into computers at King’s is 123kings, enter that here).

After you have entered your user name and password, left-click the ‘Connect’ button. Your computer will now attempt to connect to the King’s College VPN.
1.4) If you have set up your connection correctly, the window will report that you are connected to the King's College VPN.

Now that you have successfully created a King’s College VPN Connection on your home computer, please follow **Step 2** to connect to the G:\ drive as well as your H:\ drive from your home computer.

This completes this step.
Step 2: Mapping connections to the G:\ drive and your H:\ drive

In this step, you will map connections to the G:\ drive and your H:\ drive on your home computer. In order to map these connections, you will need to have successfully completed Step 1.

2.1) Begin by left-clicking on the Windows button in the lower left-hand corner of your screen. This will open your ‘Start’ menu. In your ‘Start’ menu, look for the section called ‘Computer’. Left-click on this and the ‘Computer’ window will open on your screen.
2.2) In your ‘Computer’ window, you will see a section called ‘Map network drive’. Left-click on this to open a window called ‘Map Network Drive’:
2.3) Mapping the $G:\$ drive and your $H:\$ drive:

2.3.A) In the ‘Map Network Drive’ window, you will be asked which drive letter you’d like to map as well as the folder which this drive will be mapped to. In order to map the $G:\$ drive, enter the following Information:

- **Drive:** $G:\$
- **Folder:** `\nas-1.kings.edu\g-drive$`

After you have entered your information, make sure that the ‘Reconnect at logon’ checkbox is checked.

When you have entered all of your information correctly, left-click the ‘Finish’ button to close the window.
2.3.B) In order to map your H:\ drive, please follow steps 2.1 and 2.2 again to open the ‘Map Network Drive’ window once more.

In the ‘Map Network Drive’ window, you will be asked which drive letter you’d like to map as well as the folder which this drive will be mapped to. In order to map the H:\ drive, enter the following Information:

**Drive:** H:\

**STAFF USE:** \nas-1.kings.edu\staff\$\username

**STUDENTS USE:** \nas-1.kings.edu\studenthome\$\username

(where username is the user name you use to log on to your work computer. Ex: If your name is Mary Smith, your username is likely marysmith).

After you have entered your information, make sure that the ‘Reconnect at logon’ checkbox is checked.

When you have entered all of your information correctly, left-click the ‘Finish’ button to close the window.
2.4) If you have successfully entered in the appropriate details needed to map the G:\ drive and your H:\ drive, both drives should now appear in your ‘Computer’ window. You can now open the drives and save files to them as if you were working at your office computer.

This completes this step.

Congratulations, this completes Part 1!
Part 2: Connecting to the King’s College VPN for everyday use

In this part of the guide, you will learn how to connect to and disconnect from the King’s College VPN whenever you would like to work from home. Please note that this part of the guide assumes you have successfully completed the steps detailed in Part 1, which had you set up your King’s College VPN connection and map the G:\ drive and your H:\ drive.
Step 1: Connecting to the King’s College VPN

This step will show you how to connect to the King’s College VPN connection that you created in Part 1 so that you can work from home.

1.1) Begin by left-clicking the ‘Network’ button in the lower right-hand corner of your screen. This will pop open a window that will show you your current network connections. In this window, left-click on ‘King’s College’ and then left-click on ‘Connect’. When you do this, a new window will open called ‘Connect King’s College’.
1.2) In the ‘Connect King’s College’ window, your user name and password should be pre-filled in. If these fields are not pre-filled in, fill them in with the following information:

**User name:** your king’s email address (Ex: If your name is Mary Smith, your username is likely marysmith@kings.edu)

**Password:** your King’s College password. (Ex: If the password you use to log into computers at King’s is 123kings, enter that here).

Once you are sure you have entered the correct information, left-click the ‘Connect’ button and you will connect to the King’s College VPN.

This completes this step.
Step 2: Disconnecting from the King’s College VPN

This step will show you how to disconnect from the King’s College VPN when you are done doing your work from home. IITS highly recommends that you disconnect from the VPN when you are done working from home, as it can slow down your general internet speeds while you are connected to it.

1.3) Begin by left-clicking the ‘Network’ button in the lower right-hand corner of your screen. This will pop open a window that will show you your current network connections. In this window, left-click on ‘King’s College’ and then left-click on ‘Disconnect’. When you do this you will disconnect from the King’s College VPN.

This completes this step.

This completes Part 2.

Congratulations, this completes the guide!