Connecting to the King’s College VPN with Windows 8

This guide will walk you through the steps of connecting to the King’s College VPN (Virtual Private Network) from a Windows 8 device.

A VPN connection is a tool that allows you to connect to the network at your workplace/school from your personal Windows devices. Once you are connected to the VPN, you can connect to your network drives (such as your H:\ drive and G:\ drive) from your device and access files and resources from home.

Contents
Introduction.................................................................................................................................1
Part 1: Setting up your VPN connection and network drives .................................2
  Step 1: Creating the King’s College VPN Connection .............................................................. 2
  Step 2: Mapping connections to the G:\ drive and your H:\ drive ........................................ 6
Part 2: Connecting to the King’s College VPN for everyday use .......................10
  Step 1: Connecting to the King’s College VPN ................................................................. 10
  Step 2: Disconnecting from the King’s College VPN ......................................................... 11

Notes:
- If you would like access to the King’s College VPN, IITS would be happy to grant it to you. **We 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.
- This handout is for 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 device.
- This guide is ONLY intended for use with Microsoft Windows 8. If you have either Windows 7 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 Windows 8 device and then create connections to the G:\ drive and your H:\ drive. You will only need to do this the first time you connect to the King’s College VPN from your Windows 8 device. 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 Networks area, which will allow you to create, connect to, or disconnect from network connections on your Windows 8 device. In this step, you will navigate to the Create a VPN Connection window in order to create your King’s College VPN Connection.

1.1) In Windows 8’s Metro UI (tiled Start area) access the Charms Bar by sliding your finger inward from the screen’s right edge. Tap the Search icon.

1.2) Type in VPN and tap Settings to view the results.

1.3) Tap Set up a virtual private network (VPN).
1.4) Windows 8 will take you to the Desktop view and begin the set up process. In the Create a VPN Connection window, you will 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

1.5) After you have filled in these values, tap the Create button to continue.

1.6) The VPN connection is created. To connect to it, access the Settings area on the Charms bar.

1.7) In the settings area, tap the Networks icon to see available networks.
1.8) In the Connections area, tap **King’s College** and choose **Connect**.

1.9) You will 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 email address** (Ex: If your name is Jane Student, your username is likely janestudent@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).

1.10) After you have entered your user name and password, tap the **OK** button to connect to the King’s College VPN.

1.11) If you have set up your connection correctly, the window will report that you are connected to the King’s College VPN.
**Note:** Some devices may require additional modified VPN settings. Some users may receive an error based on security settings.

To resolve “Error 850: The Extensible Authentication Protocol type required for authentication of the remote access connection is not installed on your computer” follow these steps:

In the Networks area, tap and hold on the King’s College connection. When you release, choose View Connection Properties.

In the connection properties, tap the Security tab and select the radio button next to **Allow these protocols**.

Now that you have successfully created a King’s College VPN Connection on your Windows 8 device, please follow Step 2 to connect to the G:\ drive as well as your H:\ drive from your device.

This completes **Step 1**.
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 Windows 8 device. In order to map these connections, you will need to have successfully completed Step 1.

2.1) In Windows 8’s Metro UI (tiled Start area) tap the **Desktop** tile.

2.2) Open a **Windows Explorer** window and open the **Computer** area.
2.3) Tap the word **Computer** by the File button to expand the ribbon, then tap the **Map Network Drive** button to begin setting up the H: drive.

2.4) In the new window, fill in the appropriate information:

**Drive:** H:

**Folder:**
- **STAFF USE:** `\nas-1.kings.edu\staff\$username`
- **STUDENTS USE:** `\nas-1.kings.edu\studenthome\$username`

*Note:* “username” above should be replaced with the user name you use to log on to a King's computer. Ex: If your name is Jane Student, your username is likely janessmith

Check both **Reconnect at sign-in** and **Connect using different credentials**

2.5) Tap the **Finish** button. When prompted, log in to the network using **kings\yourusername** and your network password.

2.6) If settings were correct, your personal H: drive will open and you can view your files.
2.7) Using a similar process, now set up the G: drive. Tap the word **Computer** by the File button to expand the ribbon, then tap the **Map Network Drive** button to begin setting up the H: drive.

![Map Network Drive](image)

2.8) In the new window, fill in the appropriate information:
- **Drive:** G:
- **Folder:** `\nas-1.kings.edu\g-drive$
- Check both **Reconnect at sign-in** and **Connect using different credentials**

![Map Network Drive Options](image)

2.9) Tap the **Finish** button. When prompted, login to the network using `kings\yourusername` and your network password.

![Login Window](image)

2.10) If settings were correct, the college G: drive will open and you can view the files.
2.11) Your Computer area will now display two additional drives that will be accessible **ONLY** when you’re connected to the King’s College VPN:

![Image of Computer window showing two additional drives]

Congratulations, this completes **Step 2** and **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. This part of the guide assumes you have successfully completed the steps detailed in Part 1.

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) In Windows 8’s Metro UI (tiled Start area) access the Charms Bar by sliding your finger inward from the screen’s right edge. Tap the Settings icon.

1.2) In the settings area, tap the Wireless Networks icon to see available networks.

1.3) Your user name and password may 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 Jane Student, your username is likely janestudent@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 OK button and you will connect to the King’s College VPN.

This completes Step 1.
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.

2.1) In Windows 8’s Metro UI (tiled Start area) access the Charms Bar by sliding your finger inward from the screen’s right edge. Tap the Settings icon.

2.2) In the settings area, tap the Wireless Networks icon to see available networks. Tap King’s College under Connections.

2.3) Tap the Disconnect button to disconnect from the King’s College VPN.

Why would I disconnect? Should I stay connected all the time?
When you’re connected to the VPN your internet traffic runs through King’s network. If your home connection seems slower when connected to VPN, it could be a high-volume period at the campus. Disconnect and it may speed up. Also, while connected to the VPN, anyone who uses your device will have access to the network and your files, so disconnect for security purposes.

This completes Step 2 and Part 2.
Congratulations, this completes the guide!