## How to access ASE's IT services via VPN – Windows 7

1: Click on the Network icon in the Tray (As shown on the picture below) and click on "Open Network and Sharing Center"



## 2: Click "Setup a new connection or network"



## 3: Click "Connect to a workspace"

100S	e a connection option	
1	Connect to the Internet Set up a wireless, broadband, or dial-up connection to the Internet.	
2	Set up a new network Configure a new router or access point.	
b	Connect to a workplace Set up a dial-up or VPN connection to your workplace.	
2	Set up a dial-up connection Connect to the Internet using a dial-up connection.	

## 4: Click "Use my Internet connection (VPN)"

Connect to a Workplace	
Use my Internet connection (VPN) Connect using a virtual private network (VPN) connection throug	h the Internet.
i i i i i i i i i i i i i i i i i i i	
<u>D</u> ial directly	
Connect directly to a phone number without going through the I	nternet.
What is a VPN connection?	
what is a very connection:	

5: In the Internet address field type: "vpn.iha.dk", choose a description if you like and click Next

Type the Internet a	ddress to connect to	
Your network administra	tor can give you this address.	
Internet address:	vpn.iha.dk	
Destination name:	VPN Connection	
<b>E</b>		
B Use a smart card	ele to use this connection	
This option allov	/s anyone with access to this computer to use this connection. wy; just set it up so I can connect later	
contectinger in		

6: In the domain field type "IHA" and click Connect.

Type your user na	me and password	
User name:	tfe	
Password:	•••••	
	Show characters	
	Remember this password	
Domain (optional):		

**7:** You are now connected to VPN. From now on when you need to connect or disconnect the VPN connection it can be found on the network icon in the tray.

49
^
<u>Connect</u>
enter