How to set up your VPN connection in Windows 10

Step 1) Click on the Windows icon in the bottom left corner of the desktop, begin typing “network and sharing”, then click on the “Network and Sharing Center” icon that appears.

Step 2) Click “Set up a new connection or network”.

1. Windows icon
2. Network and Sharing Center
Step 3) Select “Connect to a workplace” then click “Next”.

Step 4) Select “Use my Internet connection (VPN)”.

Connect using a virtual private network (VPN) connection through the Internet.

Dial directly
Connect directly to a phone number without going through the Internet.
Step 5) In the “Internet address:” field, enter “128.146.26.7”. In the “Destination name:” field, enter “Glenn College VPN”. Click “Create”.

Step 6) You should now be back at the Network and Sharing Center window. Click “Change adapter settings”.

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Step 7) **RIGHT-CLICK** the Glenn College VPN connection, then left click Properties.

Step 8) Set the fields as shown below for items 1-4 then click the “Advanced settings” button.
Step 9) In the Advanced Properties window that pops up, choose the “Use preshared key for authentication” button, then enter the Key. You will need to contact Ryan or Caleb to get the pre-shared key for this connection. Click OK when you have entered it.

Step 10) Click “OK” on the Glenn College VPN Properties window. You may also close the Network and Sharing Center window if it is still open at this point.
Step 11) At the bottom right corner of the task bar, click on the Network icon (it either looks like a computer screen if connected to a physical connection or a series of signal bars if connected to a wireless network). Then click on Glenn College VPN.
Step 12) Select the “Glenn College VPN” then click the “Advanced options” button.

Step 13) Click the “Edit” button.
Step 14) Enter your Glenn College user name (glenn\name.##) and password. Check the “Remember my sign-in info” box, then click “Save”.

Step 15) Click the Back arrow at the upper left corner.
Step 16) Click the “Connect” button under “Glenn College VPN” and your VPN connection will begin the authentication procedure. Your connection will not be complete until you approve the connection through the BuckeyePass (Duo) Multifactor Authentication tool on your phone or mobile device.

When the connection is complete, it will show as “Connected”. 