How to set up your VPN connection in Windows 7

Step 1) Click on the Windows icon in the bottom left corner of the desktop then click “Control Panel”.

Step 2) Click “Network and Internet”.
Step 3) Click “Network and Sharing Center”.

Step 4) Click “Set up a new connection or network”.

Step 5) Select “Connect to a workplace” then click “Next”.

Step 6) Select “Use my Internet connection (VPN)”. 
Step 7) Enter “128.146.26.7” in the Internet address field and “Glenn College VPN” in the Destination name field. Check the “Don’t connect now…” box, then click “Next”.

Step 8) Enter your Glenn College user name (name.#) and password. You may also choose to check the “Remember this password” box even though it isn’t checked in the image. Enter “GLENN” in the domain field and click “Create”.
Step 9) **DO NOT** click the “Connect now” button. Instead, click the “Close” button.

Step 10) You should now be back at the Network and Sharing Center screen. Select the “Change adapter settings” link at the upper left of the window.
Step 11) **RIGHT CLICK** the Glenn College VPN connection, then left click “Properties”.

Step 12) Select the “Security” tab, then enter the values for fields 2-4 as seen below. Click the “Advanced settings” button.
Step 13) Select the “User preshared key…” button, then enter the Key in the field below. You will need to contact Ryan or Caleb to get this key. Click OK.

Step 14) At the bottom right of the screen, click on the network icon, then click on the Glenn College VPN connection.
Step 15) If you entered your information in Step 8, the fields should already be populated. If not, enter your Glenn College user name, password, and the domain of “GLENN”. Click “Connect” 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”.