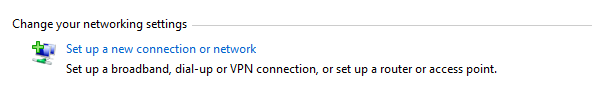
# VPN Configuration for Windows 10

Right click your network icon (shown highlighted in Yellow – wifi and wired connection)

Select O**pen network and sharing centre**

The Click on **Set up a new connection or network**



Choose **Connect to a workplace**

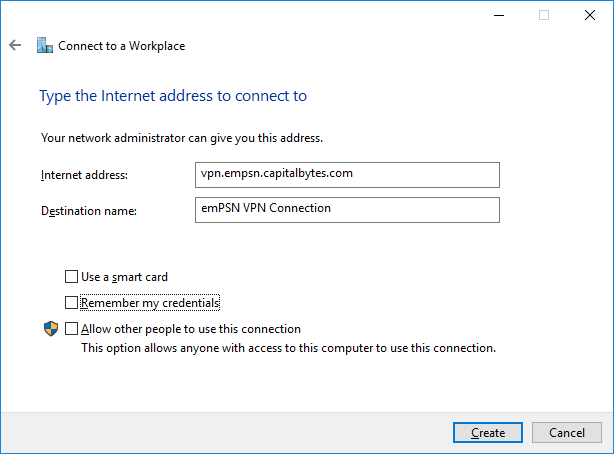


And click on **next**

Select **Use my Internet Connection (VPN)**



You will be presented with the following:



Enter the internet address **vpn.empsn.capitalbytes.com**

Enter the destination name, this can be anything such as **emPSN VPN** or **MySchool VPN**

Un‐Tick all boxes and click **Create**

The VPN dialer will be created, this needs to be edited before it can be used.

Right click your network icon (shown highlighted in Yellow – wifi and wired connection)

Select O**pen network and sharing centre**

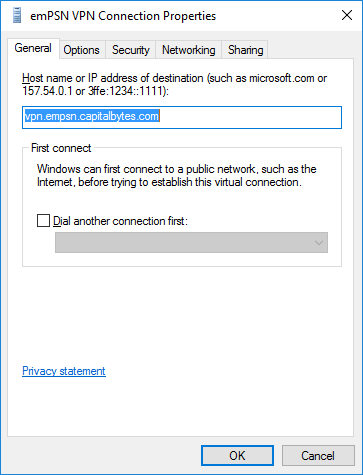
Select **Change Adapter Settings**

Select the VPN Dialer just created - such as **emPSN VPN** or **MySchool VPN**



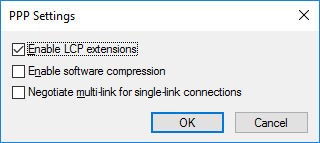
Right click the connection you have just made and select **properties**

The VPN Connection properties will appear



Select the **Options** Tab

Click **PPP Settings** and ensure **Enable LCP extensions** is ticked.



Click **OK**

Select the **Security** Tab

Under Type of VPN Select **Layer 2 Tunnelling Protocol with IPSec (L2TP/IPSec)**

Under Data encryption select **Require encryption (disconnect if server declines)**

Click **Allow these Protocols**

Check **Challenge Handshake Authentication Protocol (CHAP)**

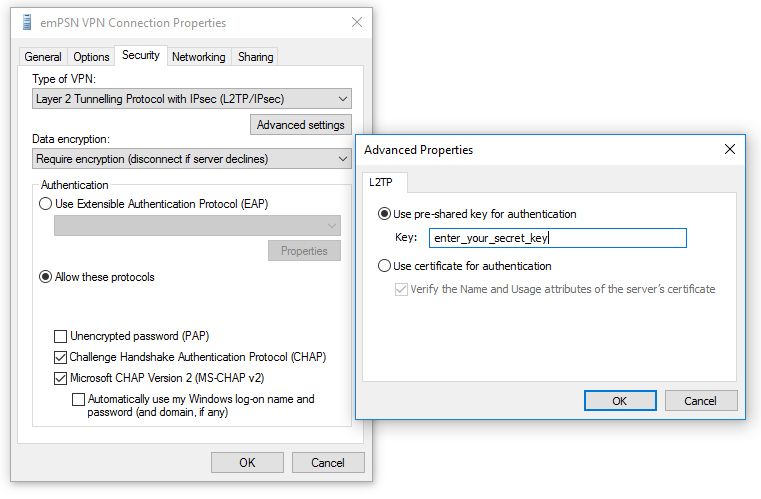
Check **Microsoft CHAP Version 2 (MS-CHAP v2)**

Click **Advanced Settings**

Check **Use pre-share key for authentication**

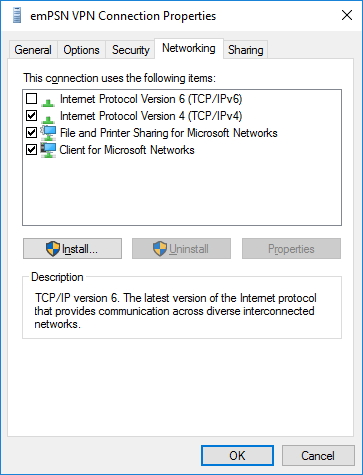
Type in the pre‐shared key you have been given – this is personal to your connection

Click **OK** on Advanced Properties



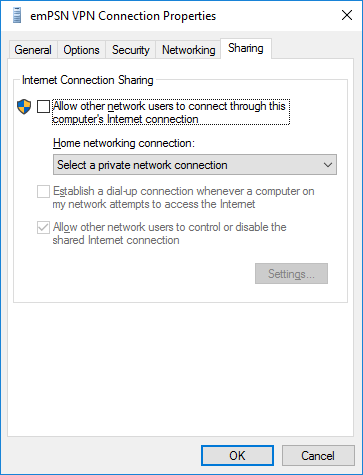
Select the **Networking** Tab

Untick **Internet Protocol Version 6 (TCP/IPv6)**



Select the **Sharing** Tab

Defaults should be as shown



Click **OK** to close and accept the Connection Property changes

Close Network Connections Control Panel.

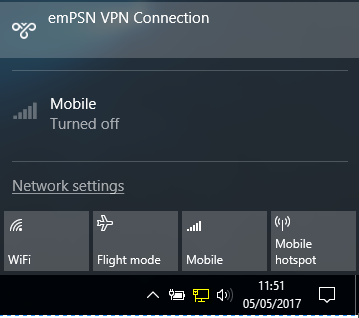
Configuration is now complete and you will be able to use the VPN dialer.

# Usage - Connecting

**Left** click your network icon (shown highlighted in Yellow – wifi and wired connection)

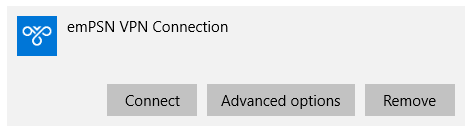
 

And Select the VPN Connector created - such as **emPSN VPN** or **MySchool VPN**

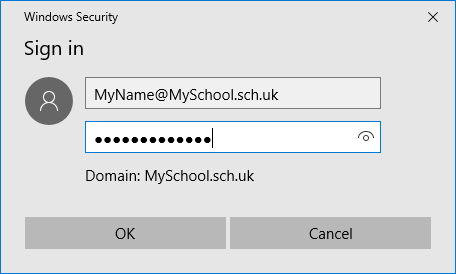


A settings window will appear, Select the VPN Connector created - such as **emPSN VPN** or **MySchool VPN**

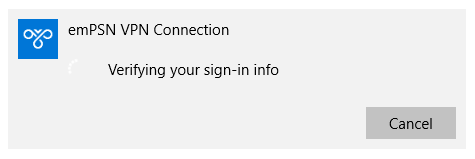
Click **Connect**



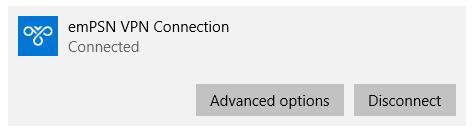
Enter the username and password details for the VPN service – personal to you



Your details will be verified and checked



Once you are connected the connection box will change

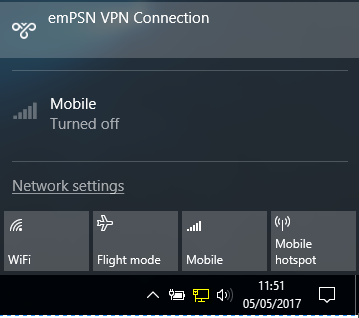


# Usage - Disconnecting

When you have finished with your remote access simply **Left** click your network icon (shown highlighted in Yellow – wifi and wired connection)

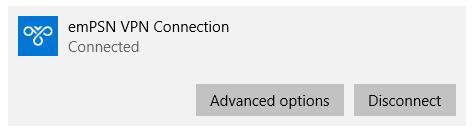
 

And Select the VPN Connector created - such as **emPSN VPN** or **MySchool VPN**



A settings window will appear, Select the VPN Connector created - such as **emPSN VPN** or **MySchool VPN**

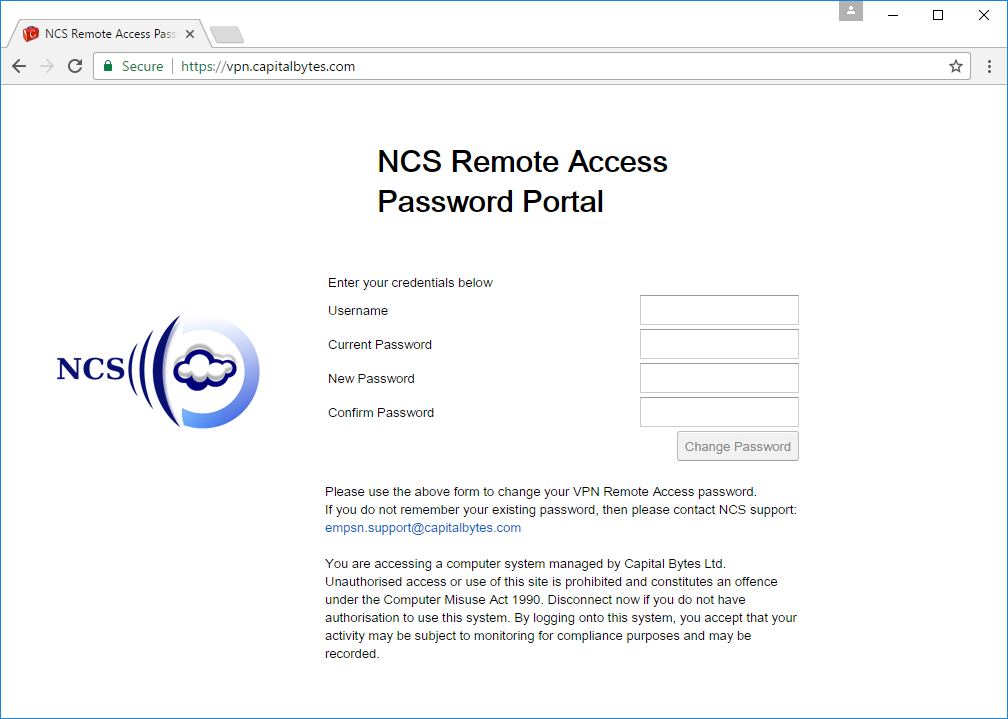
Click **Disconnect**



# Changing VPN Passwords

Your VPN username and Password are personal to you. To change your VPN password

Goto URL - <https://vpn.capitalbytes.com>



Enter your **Username**, **Current Password**, **New Password** and **Confirm Password**

Click **Change Password**

Your Password has been changed

Please use a complex password or pass phrase, so your password is not easy to guess.

If your username and/or password is not correct or do not match you will be prompted - **Invalid username or password**

When you password change is successful you will be prompted - **Password has been changed successfully!**