

# How do I connect to the VPN (Windows 10)?

To access Users1, your documents and desktop from home, it is necessary to connect to the VPN (virtual private network), here are the steps to do this.

## 1. Open Network Settings

Click on the Windows button in the bottom left. Type in "VPN". An option should appear saying "VPN settings" Click this.

## 2. Add the VPN

Click "Add a VPN Connection" at the top. Here you have a set of options.

VPN Provider: Windows (built-in)

Connection Name: LSU

Server Name or Address: vpn.lsu.co.uk

VPN Type: L2TP/IPsec with Pre-shared Key

Pre-shared key: This was shared around in an email from Harry Jenkins on the 18th March 2020 (subject: VPN Pre-shared Key). If you can't find this, contact the Tech Department.

Type of sign-in info: Username and password

## 3. Sign in

The last two options are optional, you can put in your username and password here and it will remember you every time, or you can leave it and it will ask for your credentials every time you connect. We recommend the latter option if you share your home computer, bearing in mind you are subject to the University's Acceptable Use Policy while you are connected.

Your username will be your email address, normally [yourname@lsu.co.uk](mailto:yourname@lsu.co.uk), and the password is your usual password.

Click Save.

Click Connect.

## 4. Things to note

Once connected you are directly connected to the LSU Network, you can connect to all your usual files in the normal way, such as: "\\users1\users1\$" to access your own files you will find them at "\\home\home\$\yourname"

As mentioned while on the VPN you are held to all the usual policies you are at work, including the University's AUP, and all your internet browsing will go through the Union's and consequently the University's networks.

If you are sure you have typed in everything correctly, but your credentials are not working, it may be because you don't have permission to access the VPN. If you need this, contact [ITSupport@lsu.co.uk](mailto:ITSupport@lsu.co.uk) and CC in your manager to confirm you require this access.

## 5. Disconnect

To disconnect you need to return to the VPN settings, you can do this by searching "VPN" as in step 1.

If connected it should say as such below the name of the VPN. Click on the VPN.