VPN User Guide: Own Device (Windows)

Staff: Edinburgh Campus

Contents

Own PC/laptop: Windows

Please uninstall your current Sonic Wall VPN client before proceeding.

The instructions on the following pages tell you how to setup and install the software required to connect your own/home Windows PC or laptop to the Heriot-Watt VPN for (MFA) Multi-factor authentication.

Please read and follow the MFA setup instructions first before proceeding with VPN setup

Remote desktop to your HW PC after VPN login

If you plan to remote desktop to your office PC via the VPN you need to ensure that you leave your office PC switched on, and you know your office PC name or IP address.

Before you leave the office

1. Leave your HWU desktop PC **switched on**

2. Make a note of your **HWU PC name** or IP address – you can get this information from the **About My PC** shortcut on your desktop

3. **Lock** the screen: **Start**, click the **arrow** to right of Shut down, click **Lock**
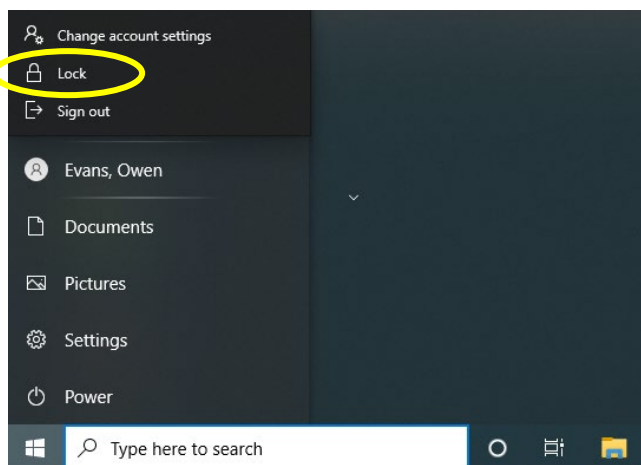
If you have any queries please contact the IS helpdesk (IShelp@hw.ac.uk)

The instructions that follow tell you how to set up your home PC/laptop to access the HWU VPN.

We recommend that you use the
Windows Client

Windows Client

There is a 32 bit client and 64 bit client for the Windows OS installation that you can find here:
http://www.hw.ac.uk/is/it-essentials/virtual-private-network-vpn.htm
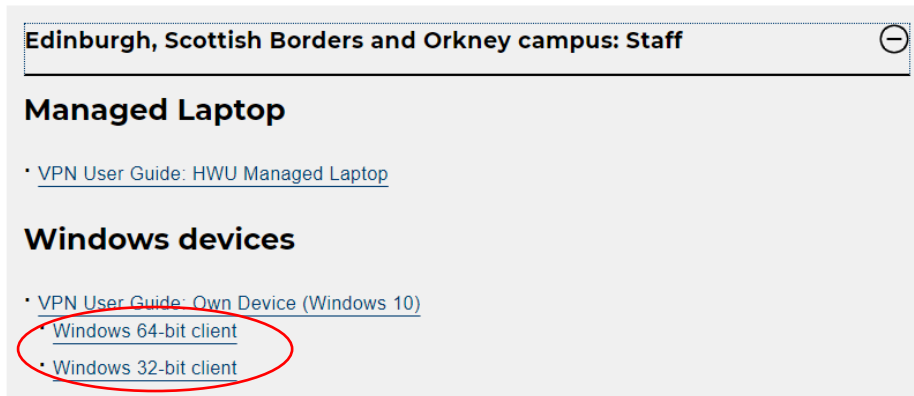

Install the client

1. Download the client as seen in the above screenshot and save to your desktop
2. Double click the **HWU VPN Connection** shortcut on your desktop
3. Click **RUN** if prompted, then tick the box to agree and Install
4. The HWU VPN client should install automatically
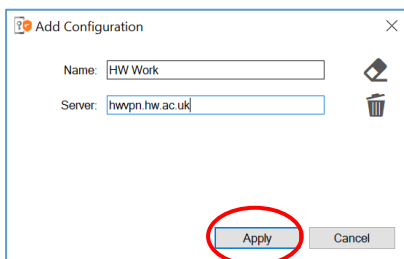5. Click Launch

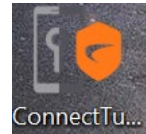## Set up the connection

One installed, you can now set up the VPN.

1. Double click the **HW VPN icon** on your desktop
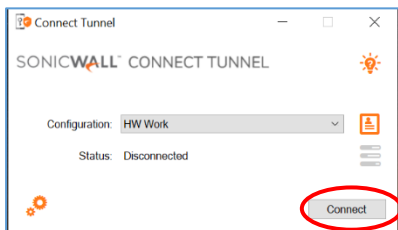2. Click the **ADD** configuration icon at the Welcome… window
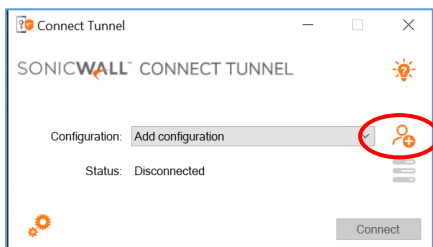
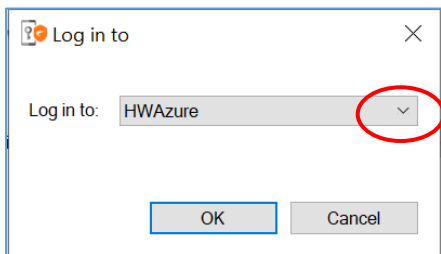3. Enter the name **HW Work** and enter **hwvpn.hw.ac.uk** and click **APPLY**
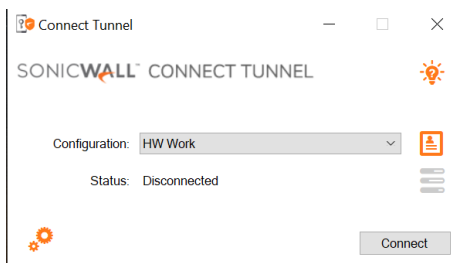
Log in to the VPN

ConnectTu…

1. **Double Click** the icon on your desktop to open the HW VPN client
2. Click **Connect**

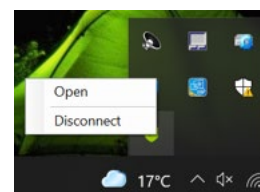3. Select **HWAzure** from the drop-down box, then click **OK**

4. Now click Connect

- The Microsoft MFA Login page will pop up
- Please enter your **HW { username@hw.ac.uk }** and **Password**
- Then Enter code from the ' **Mobile App** ' or from a ' **Text** '

To Disconnect

1. **Right click** on the VPN icon in the Notification area
2. Click **Disconnect**

Using a Web Browser

Please use the HWU VPN Client as preferred option.

The browser offers an alternative way to log in if there is any reason you cannot use the client – *you should not use both together*.

- If you plan to remote desktop to your work PC see the separate user guide
  Remote Desktop: Windows for details. (Link at the bottom of the guide)
  You must connect to the VPN before you can use Remote Desktop.

The following instructions tell you how to setup and install the software required to connect to the Heriot-Watt Edinburgh VPN via your browser.
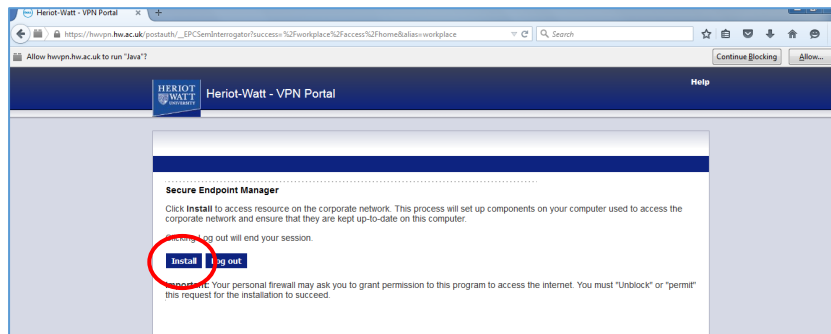
Log in to the VPN

1. Open a browser and go to https://hwvpn.hw.ac.uk
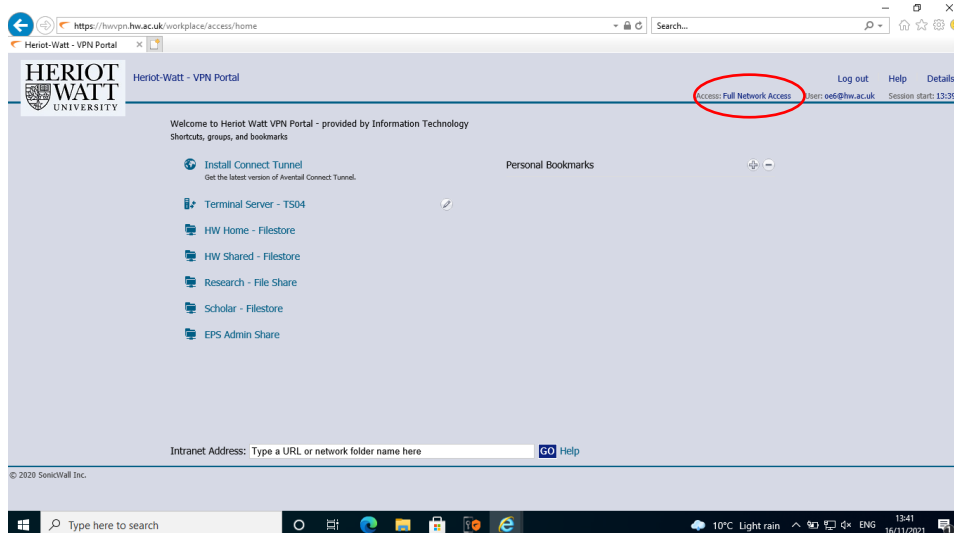2. Edit the dropdown box to **HWAzure** and select **Next.**
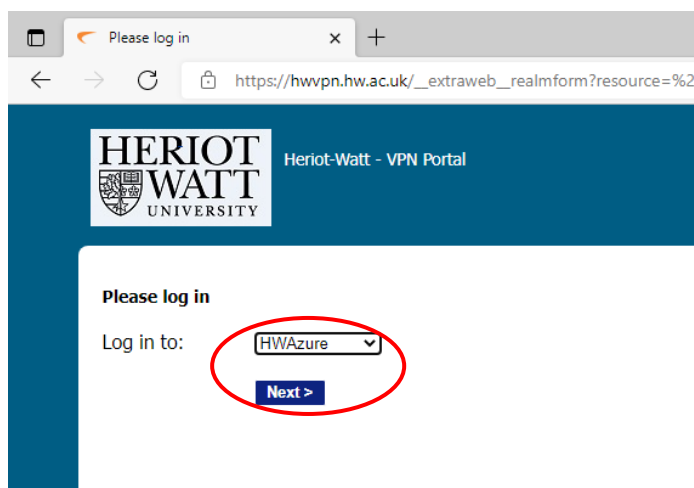
- The Microsoft MFA Login page will pop up
- Please enter your **HW { username@hw.ac.uk }** and **Password**
- Then Enter code from the ' **Mobile App** ' or from a ' **Text** '

3. Click **Install** at the Secure Endpoint Manager page

- The Portal page access option should be **Access: Full Network Access**

If the access option is **Access: Web** re-check your settings and try again.
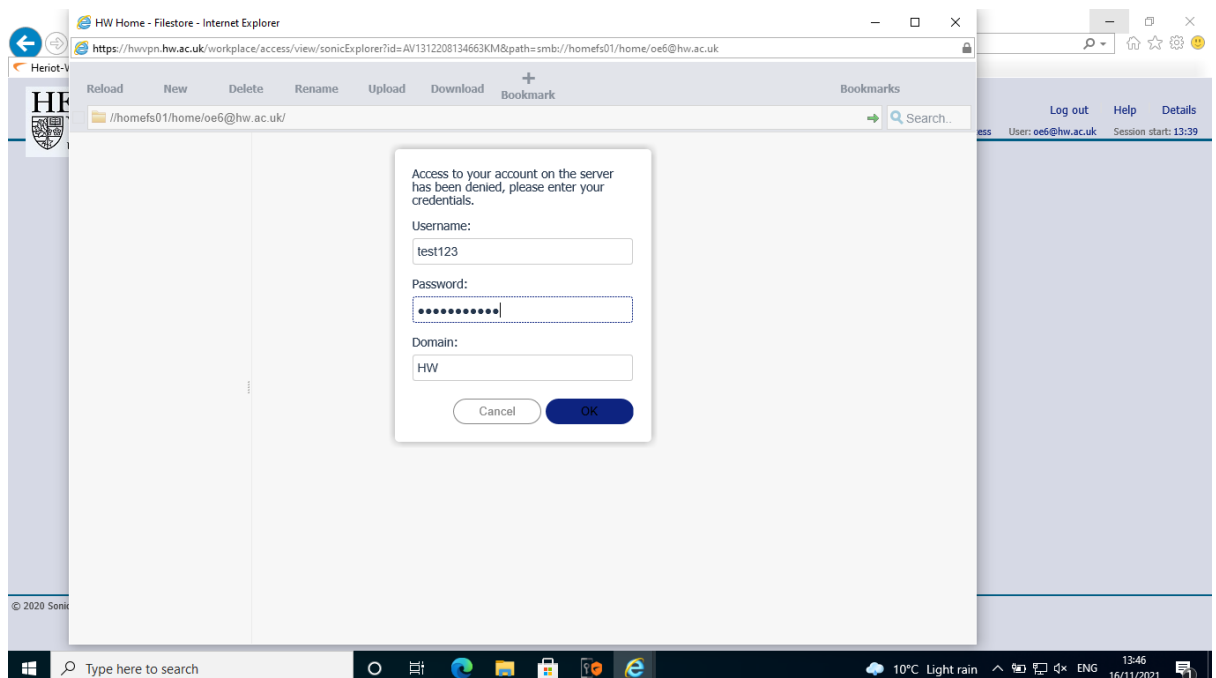
Navigating your files

1. You can navigate your remote files (on the HW network) from the portal page e.g.
   to display your H: drive, click **HW Home – Filestore**
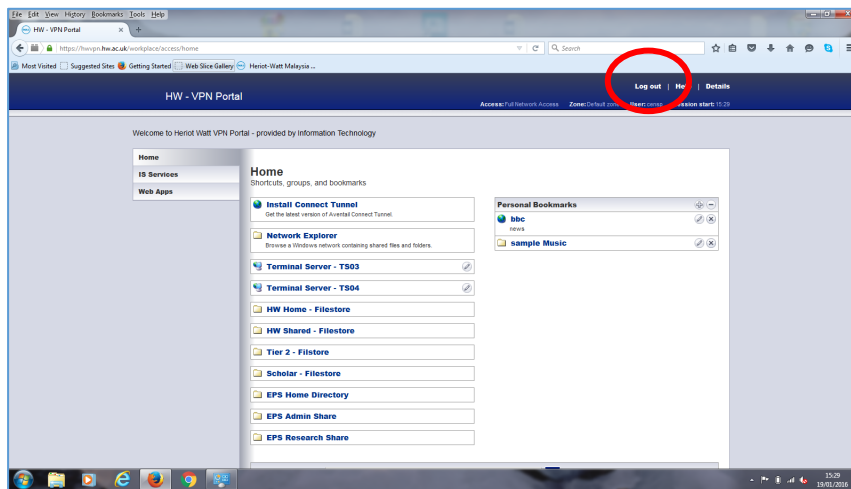   to display your S: drive click **HW Shared - Filestore**
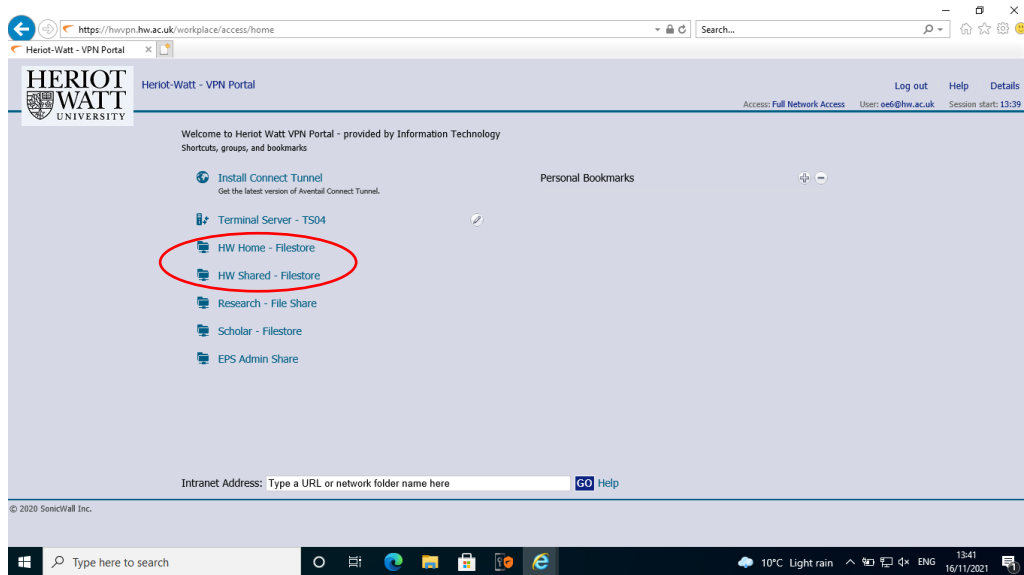
If you get a pop-up:
Enter your username / password and enter HW for Domain

Log out

- Click Logout to close VPN connection

Remote desktop

If you are connecting to your HWU work PC by remote desktop - see the user guide

Remote Desktop: Windows

- You must be logged into the VPN before you can use Remote Desktop