VPN and Remote Desktop
Instructions for Windows

Before you start

1. The University's VPN service must be enabled on your account by the IT Helpdesk before you can use it. You can request VPN access online. You'll receive a confirmation email once the service has been enabled. You only need to do this once.

2. If you plan on using Remote Desktop make sure you know the S Number of your University computer. This can be found on a sticker usually at the front or side of the computer.

Set up VPN

On your home Windows computer:

1. Go to the OpenVPN Community Downloads page and download the correct installer for your version of Windows. For Windows 10 this will be **openvpn-install-2.4.8-I602-Win10.exe**

WINDOWS 10/SERVER 2016/SERVER 2019 INSTALLER (NSIS)　　GnuPG Signature　　openvpn-install-2.4.8-i602-win10.exe

2. Install OpenVPN using the default options.

3. Download the University's VPN connection settings using this link:
   www.essex.ac.uk/it/essex-university-v3.ovpn

4. Click **Start** and type **OpenVPN**.

5. Select **OpenVPN GUI**.

| All | Apps | Documents | Email | Web | More ▾ |

Best match

OpenVPN GUI
App

Apps
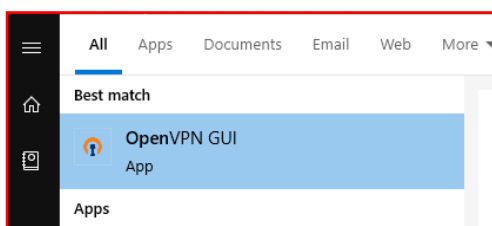
*If you get a popup warning you about 'no readable connection profiles', just click **OK**.*

6. **Right-click** on the OpenVPN icon (found in the system tray, bottom right of your screen).

7. Select **Import file…**

Import file…
Settings…
Exit
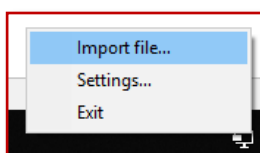
8. Browse to where you downloaded the **essex-university-v3.ovpn** and **double-click** it. You should get a popup message saying "**File imported successfully**".
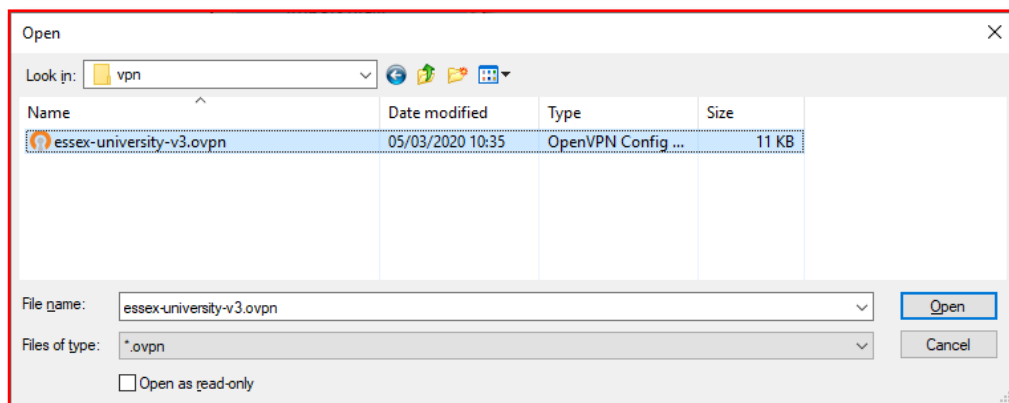
9. **Right-click** on the OpenVPN icon again (bottom right of your screen).

10. Select **Connect** (if you have more than one connection file imported choose the latest version)
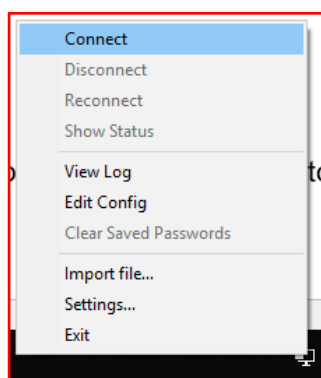
11. Enter your University username and password (do not add @essex.ac.uk after your username) and then click **OK**.

If successful the OpenVPN icon will turn green and you should now be securely connected to the University's VPN service.
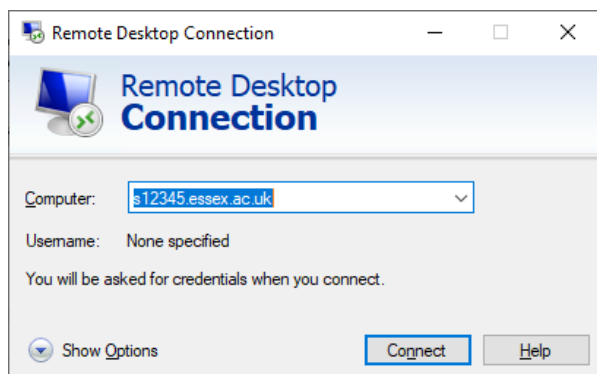
Remote Desktop

Once you're connected to the VPN:

1. Click **Start** and type **Remote Desktop**

2. Select **Remote Desktop Connection**
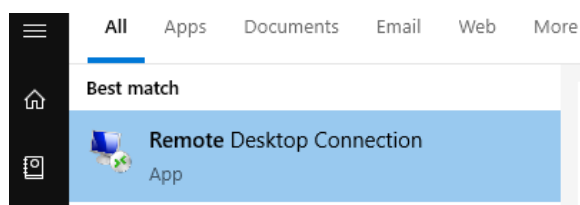
3. Enter your work computer's **S number** followed by .essex.ac.uk, for example s12345.essex.ac.uk

4. Click **Connect**.
5. If the connection is successful you will now be asked to log in.
6. Enter your University username and password. If you can't log in, try entering your username in the format **CAMPUS\username**, for example CAMPUS\ralph
7. if asked to verify your identity click **Yes**.

You should now be remotely logged to your work computer.

University of Essex, Innovation and Technology Solutions

Last updated: 11/3/2020
Updated by: Information Officer