

Remote Access

How to Create a CLEO Dialup VPN Connection

V 1.0

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Please refer to www.cleo.net.uk

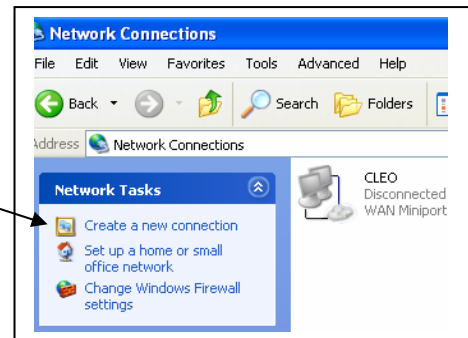
for the most recently published version



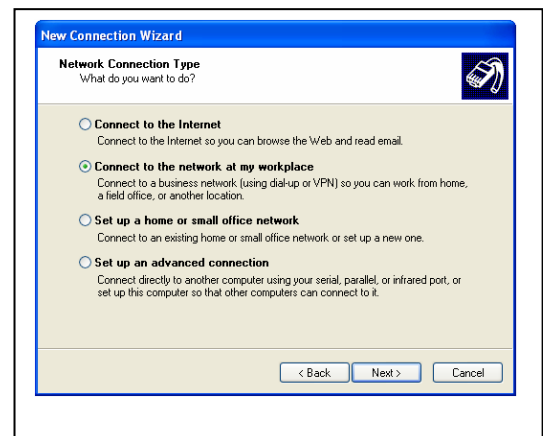
Creating A CLEO VPN Connection

This document assumes that you have successfully setup your server for CLEO VPN access.

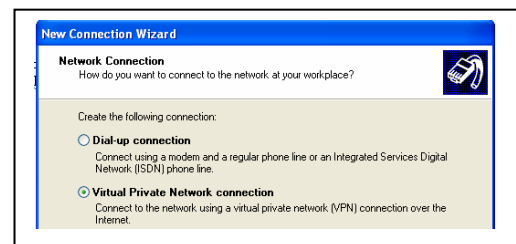
1. Click on "Start"
2. Click on "Control Panel"
3. Double Click on "Network Connections"
4. Click on "Create A New Connection"



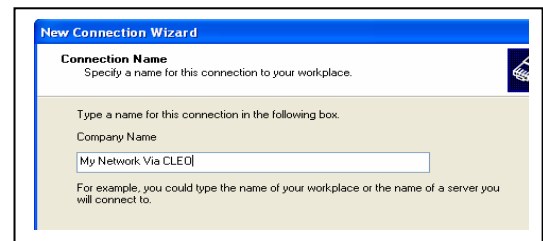
5. The "New Connection Wizard" will open.
Click on "Next"
6. On the "Network Connection Type" screen, choose "Connect to the network at my workplace", and click "Next"



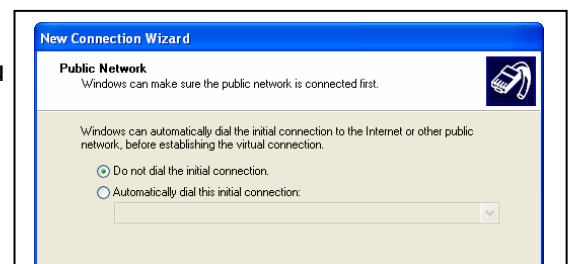
7. On the "Network Connection" screen, choose "Virtual Private Network", and click Next



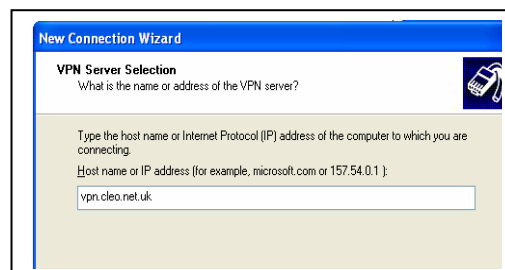
8. On the "Connection Name" screen, type in a name that will remind you what the connection is, then click "Next"



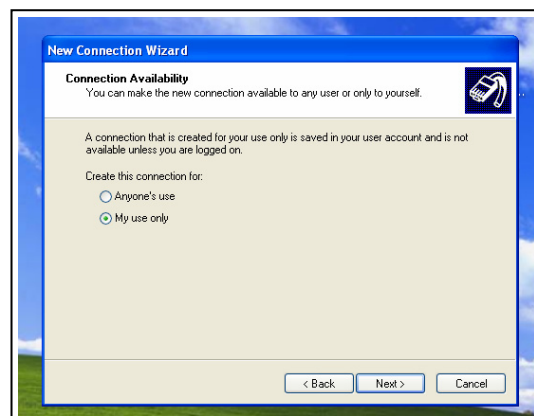
9. On the "Public Network" screen, choose whether you need to dial-up before connecting, and if you do, which connection to dial, then click "Next".



10. On the “VPN Server Selection”, type the hostname `vpn.cleo.net.uk` then click on “Next”



11. On the Connection availability option check “My Use Only”



12. Click “Finish” on the “Completing the New Connection” wizard. The “Connect My Network Via Cleo” (or whatever name you chose in step 8) will appear. Fill in your username in the form: user@schoolname.cumbria.sch.uk or user@schoolname.lancs.sch.uk where *user* is your active directory username, and *schoolname* is your schools email domain name. In the password box, type your Active Directory password. If you want the system to remember your password, tick the “Save this username and password for the following users” box.

