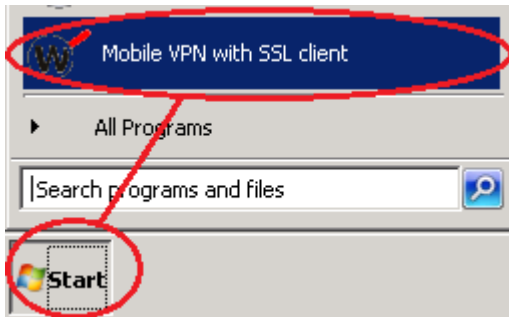


GHI London – VPN Connection

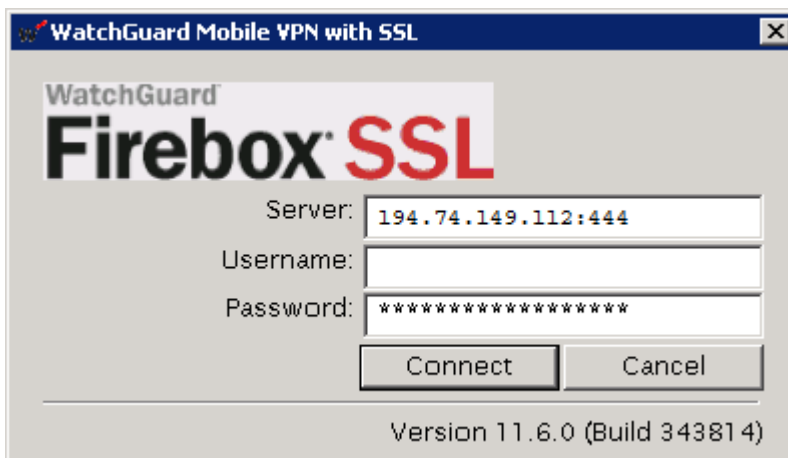
This document describes how to set up a VPN connection to the GHIL remote desktop server.

Please note a VPN client must be installed before you can set up the connection (see separate instructions).

Launch the VPN client:



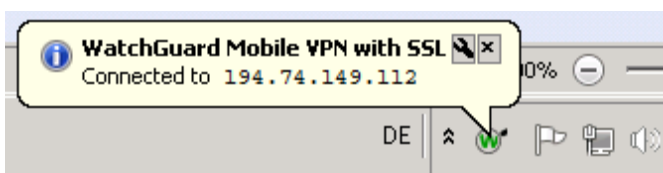
You will see this login screen:



In the **Server** field, please enter the following IP address: 194.74.149.112:444

Enter your username and password as you would if logging in at the Institute.

Once the connection has been established, a status icon will appear in the taskbar at the bottom right of the screen:



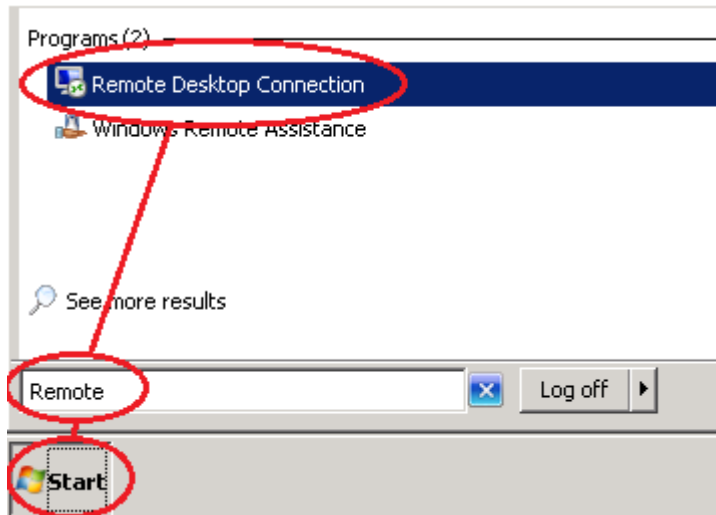
Launch the *Remote Desktop Connection*:

If using Windows 7 this could be

Start → All programmes → Accessories → Remote Desktop Connection

or

Start → Type “Remote” in the search field → Remote Desktop Connection



To create the connection, enter the following information:

Server: GHI-RDS

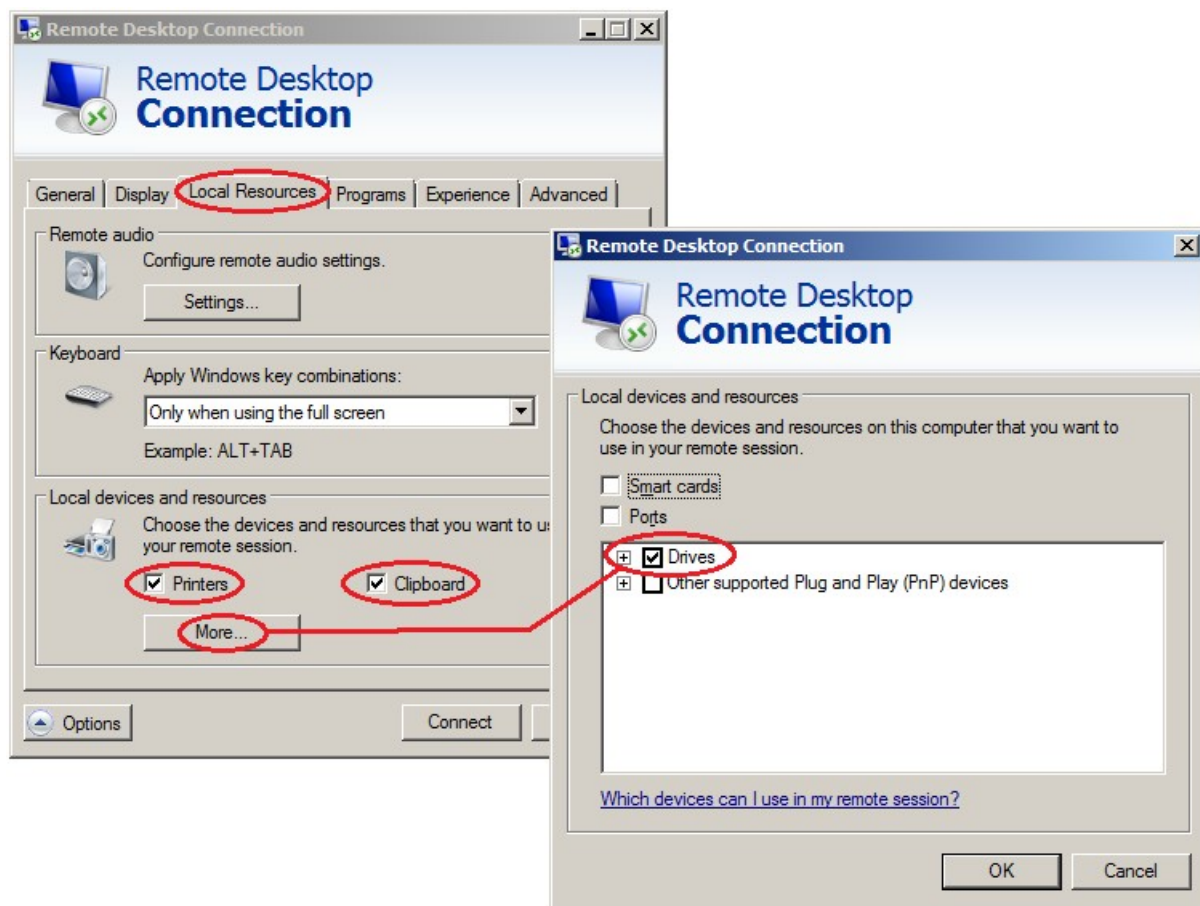
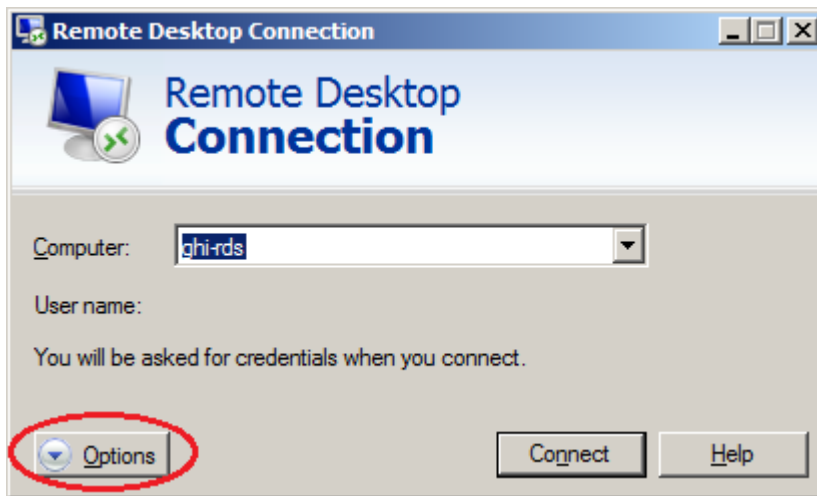
Username: Please enter the domain name followed by your username, e.g.

GHI\name

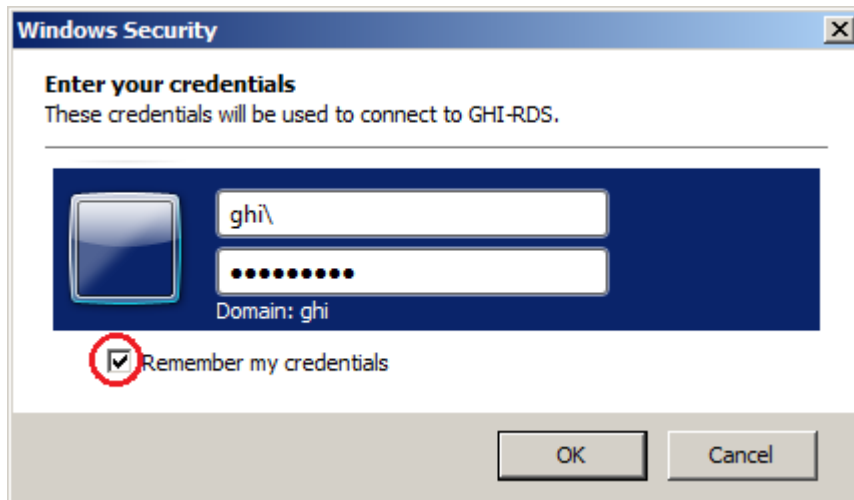
Password: as at the Institute



To ensure that you are later able to access resources held on your own computer, you must now adjust the connection settings. You only need to do this once.



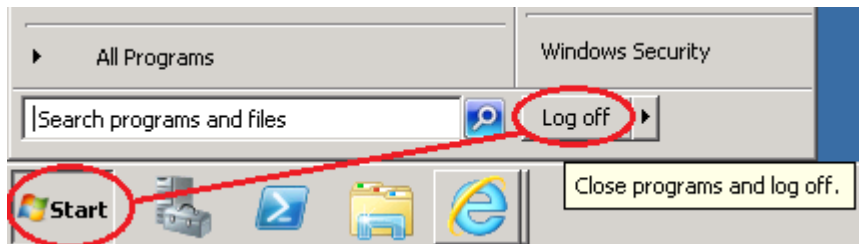
- **Printers** – allows you to print material from the remote desktop session on your own printer
- **Clipboard** – allows you to use the clipboard to copy and paste
- **Drives** – your own hard drive will appear under “Computer”, so that you can move documents between the GHIL network and your local computer.



When you see the login screen, please enter “ghi\” followed by your username. If you tick “Remember my credentials”, you won’t have to log in from this screen next time you connect to the VPN from the same computer.

Disconnecting the VPN

First close the remote desktop (Start → Logoff)



Then disconnect the VPN. To do this, you will need to right-click the connection icon in the bottom right hand corner and then click on “Disconnect”.

