

Connect to the Cambridge network

You can connect to the University network from home or another location so that you can access files and use common software, for example Word, Excel, PowerPoint and CHRIS.

You can also connect to your office computer so you can use any special software you've installed. You must leave your desktop on to be able to access it remotely.

All traffic on the university network is recorded and logged for security purposes.

Follow the instructions for your operating system:

- Windows 10
- Windows 7

If you don't know what your operating system (OS) is, check on www.whatsmyos.com

Windows 10 users: set up your connection

1. Open your Settings page – you can find this by typing **settings** in the Cortana search box and clicking on **Settings**, or by clicking on the cog icon in your start panel.
2. Click on **Network & Internet**.
3. Click **VPN** from the menu. **Add a VPN connection** will appear – click on it.
4. Fill in or confirm the fields as follows:

VPN provider: **Windows (built-in)** – click to confirm

Connection name: **ACN VPN**

Server name or address: **vpn.admin.cam.ac.uk**

VPN type: **Automatic**

Type of sign-in: **Username and password**

Username: leave this field blank

Password: leave this field blank

Remember my sign-in info: make sure the box is ticked

5. Click **Save** (the settings screen will close).
6. On the Network & Internet settings page, click on **Change adapter settings** in the **Related settings** menu.
7. Right-click on the **ACN VPN** icon (showing as 'Disconnected'), and click **Properties**.
8. Choose the **Security** tab, and under the heading **Type of VPN**, select **IKEv2** from the drop down list.
9. Under the heading **Data encryption**, select **Require encryption (disconnect if server declines)**.
10. Under the heading **Authentication** select the button next to **Use Extensible Authentication Protocol (EAP)**.
11. Click the **OK** button. The panel will close.

Windows 10 users: connect to the network

1. [Copy a network token](#) onto your clipboard.
2. Open **Settings** – you can find this by typing **settings** in the Start (or Cortana) search box and clicking on **Settings** or by clicking on the cog icon in your start panel.
3. Click on **Network & Internet**.
4. Click **VPN** from the list on the left. Click on **ACN VPN**.
5. A button labelled **Connect** will appear – click on it.
6. A Sign in box will appear. Fill in the fields as follows:

Username: enter your **CRSid@cam.ac.uk**, eg **abc123@cam.ac.uk**

Password: paste in the network access token from your clipboard

7. Click the **OK** button. The Sign in box will close. **Connected** should appear below the **ACN VPN** icon.

Windows 10 users: troubleshoot your connection

If you can't connect to the University network, you can try to restart the service.

1. Go to your **Settings** page and type **administrative tools** in the search box. Click on **Administrative Tools** in the list.
2. Click on **Services** in the list. Check that the status of **IKE and AuthIP IPsec Keying Modules** is **Running**. If it isn't, double-click to highlight the **IKWE and AuthIP** line, and change the **Startup type** to **Automatic**.

Windows 10 users: access common software and shared files

When you've connected to the network you can access common software and shared files.

1. Type **RDP** into the Start (or Cortana) search box and click on **Remote Desktop Connection**.
2. A box labelled Remote Desktop Connection box will appear. In the Computer field, type: **terminal7.internal.admin.cam.ac.uk**
3. Click **'Connect'**.
4. A panel labelled **Enter your credentials** will appear. Fill in the fields as follows:

User name: type **internal** followed by your CRSid, for example **internal\abc123**

Password: type your **ACN password** (the one you use for your office desktop)

Click the **OK** button.

5. You'll see a desktop with a selection of common programmes. You can also access shared files.

Windows 10 users: access your computer's software

You may have specialist software on your work PC, such as AutoDesk, that isn't available on the standard Terminal Server that you remotely access. The

service desk can help solve this by setting up remote access directly to your work PC.

You can get help to access your own office computer remotely if you have:

- left your office computer on
- set up a connection to the network on your home computer

To complete the process, contact the service desk on telephone number: 01223 (7)66291.

Provide your workstation number (starts 'OS' or 'LT' followed by 6 digits) if you have it.

Windows 10 users: disconnect from the network

Open the Settings panel and click on **Network & Internet**. Click **VPN** in the menu. Click the **Disconnect** box below **ACN VPN**.

Windows 7 users: set up your connection

1. [Copy a network token](#) onto your clipboard.
2. Open your Control panel – you can find this by clicking the **Start** button and clicking **Control panel**.
3. Click **Network and Internet**, then click **Network and Sharing Center**.
4. Click **Set Up a Connection or Network**.
5. Click on **Connect to a workplace**, then click **Next**.
6. Click **Use my Internet connection (VPN)**.
7. Fill in the fields as follows:

Internet address: **vpn.admin.cam.ac.uk**

Destination name: **Cambridge VPN**

Don't connect now; just set it up so I can connect later: make sure the box is ticked

8. Click '**Next**'.

9. Fill in the fields as follows:

User name: enter your **CRSid@cam.ac.uk**, eg **abc123@cam.ac.uk**

Password: paste the network token from your clipboard

Remember this password: make sure the box is checked

Domain: leave blank

10. Click **Create**.

11. A panel labelled **The connection is ready to use** will appear – click **Close**.

12. If you need to, reopen the **Network and Sharing Center** in the **Control Panel**. Click on **Change adapter settings**.

13. Right-click on the **Cambridge VPN** icon (showing as 'Disconnected'), and click **Properties**.

14. Choose the **Options** tab, and remove the tick mark from

- **Prompt for name and password, certificate, etc.**
- **Include Windows logon domain**

15. Choose the **Security** tab, and under the heading **Type of VPN**, select **IKEv2** from the list.

16. Under the heading **Data encryption**, select **Require encryption (disconnect if server declines)**.

17. Under the heading **Authentication** click the button next to **Use Extensible Authentication Protocol (EAP)**.

18. Click the **OK** button. The panel will close.

Windows 7 users: connect to the network

1. In the Network and Sharing Center, click on **Connect to a network**. A panel with options for connecting will appear.
2. Select **Cambridge VPN**. A button labelled **Connect** will appear – click on it.
3. A panel labelled **Connect to Cambridge VPN** will appear.

4. Click the **Connect** button – if a new panel appears labelled **Set a Network Location**, click on **Public network**.
5. A screen saying **The network location is now Public** will appear – click **Close**.

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When you've connected to the network you can access common software and shared files.

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2. A box labelled Remote Desktop Connection box will appear. In the Computer field, type: **terminal7.internal.admin.cam.ac.uk**
3. Click '**Connect**'.
4. A panel labelled **Enter your credentials** will appear. Fill in the fields as follows:

User name: type **internal** followed by your CRSid, for example **internal\abc123**

Password: type your **ACN password** (the one you use for your office desktop)

Click the **OK** button.

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Windows 7 users: disconnect from the network

1. Open the Control panel and click on **Network and Internet**.
2. Click on **Network and Sharing Center** and then click **Connect to a network**.
3. Click on **Cambridge VPN** and click **Disconnect**.