These instructions will show you how to set-up a VPN (Virtual Private Network) connection. A VPN is a method of connecting to a private network (UNF’s network) by way of a public network (the Internet) securely.

1. Click on the network icon by the clock on your computer.

2. Click on "Open Network and Sharing Center".

3. Click on "Set up a new connection or network"
4. Click on “Connect to a Workplace” and click “Next”

Choose a connection option

Select “Connect to a workplace” and click “Next”.

5. Click on “Use my Internet Connection (VPN)”

How do you want to connect?

- Use my Internet connection (VPN)
  Connect using a virtual private network (VPN) connection through the Internet.

- Dial directly
  Connect directly to a phone number without going through the Internet.

What is a VPN connection?
6. Type “vpn.unf.edu” in the address field and give the connection a name of your choice. Many people use “UNF VPN”. Then click “Next”.

7. Fill in the User Name, password, and domain fields as follows:
   - **User Name**: Enter your UNF ID (n-number)
   - **Password**: Enter the password you use to login to myWings
   - **Domain**: UNFCSD
8. Click “Connect”. After a minute or so, you will see a screen that says you are connected.

![You are connected](image1)

9. To disconnect, click on the network icon by the clock on your computer.

![Network icon](image2)

10. You will see the VPN connection. Click on “Connected”

![Connected VPN](image3)
11. You will see a button that says “Disconnect” Click on it to disconnect from your VPN connection.

12. To reconnect, click on the network icon again and then click on the VPN connection. Click on the “Connect” button.