VPN User Guide: Own Device (Windows)

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Own PC/laptop: Windows
The instructions on the following pages tell you how to setup and install the software required to connect your own/home Windows PC or laptop to the Heriot-Watt VPN.

Once connected to the VPN you can access iHR and Finance services, or use remote desktop to access your HWU desktop PC and your normal work applications and files.

*Please note that you do not need to use remote desktop to access the iHR or Finance systems.*

*Once connected to the VPN you can access these systems direct by going to the following URLs.*

- iHR:  [https://ihr.hw.ac.uk](https://ihr.hw.ac.uk)
- Finance:  [http://finapp.hw.ac.uk:8000](http://finapp.hw.ac.uk:8000)

Remote desktop to your HW PC after VPN login
If you plan to remote desktop to your office PC via the VPN you need to ensure that you leave your office PC switched on, and you know your office PC name or IP address.

Before you leave the office
1. Leave your HWU desktop PC **switched on**
2. Make a note of your **HWU PC name** or IP address – you can get this information from the **About My PC** shortcut on your desktop
3. **Lock** the screen: **Start**, click the **arrow** to right of Shut down, click **Lock**

If you have any queries please contact the IT helpdesk ([ithelp@hw.ac.uk](mailto:ithelp@hw.ac.uk))

The instructions that follow tell you how to set up your home PC/laptop to access the HWU VPN.

Depending on your version of Windows, we recommend that you use the **Windows 7 Client**

or the **SonicWALL App** (Windows 8 or 10)
Windows 7 Client
There is a 32 bit client and 64 bit client for Windows 7 installation.

Install the client
1. Download the client from http://www.hw.ac.uk/is/it-essentials/virtual-private-network-vpn.htm
2. Double click the Dell VPN Connection shortcut on your desktop
3. Click Yes when prompted

Set up the connection
One installed, you can set up the VPN.

1. Double click the HW VPN icon on your desktop
2. Click Next at the Welcome... window
3. Enter hwvpn.hw.ac.uk in the host name field and click Next

4. HW will appear automatically at the login group prompt - click Next
5. Click **Finish** to exit the wizard

![VPN setup finished](image)

**Log in to the VPN**

1. **Double click** the icon to open the VPN connection
2. Enter your HWU username and password
3. Click **Connect**

![VPN login](image)

- The dialog box will show that you are connecting to the VPN

![VPN connecting](image)

- Once connected, the VPN icon will display briefly in the Notification area indicating that it has connected

![VPN connected](image)

**Disconnect**

1. **Right click** on the VPN icon in the Notification area
2. Click **Disconnect**

![VPN disconnect](image)
Windows 8 App

The SonicWALL Mobile Connect App is built-in to Windows 8.1

Set up the connection

From the Windows Tiles page

1. Click Search
2. Type PC setting into the search field
3. Select Network
4. Click on Add a VPN connection
5. Choose SonicWALL mobile connect from the VPN provider dropdown list
   - Connection name: HW work
   - Server name: hwvpn(hw).ac.uk
6. Click Save
7. Close window

Log in to the VPN

1. Click the WiFi/Network icon in the Notification area
2. Click on HW Work and then click Connect
3. Click Next
4. Enter your HWU UserID and password
5. Click OK

Disconnect

1. Click the WiFi/Network icon in the Notification area
2. Click on HW Work
3. Click Disconnect
Windows 10 App
Download the SonicWALL Mobile Connect App from the Windows App store and follow the installation procedures.

Set up the connection
1. Click on Start and then Settings
2. Click on Network & Internet
3. Click on VPN
4. Click on Add a VPN connection
5. Select SonicWALL Mobile Connect from the VPN provider dropdown
   - Connection name: HW work
   - Server name: hwvpn.hw.ac.uk
6. Click on Save

Log in to the VPN
1. Click on WiFi/Network icon in the Notification area
2. Click HW Work
3. Click on HW Work then click Connect
4. Click Next
5. Enter your HWU UserID and password
6. Click OK
7. Close window

Disconnect
1. Click the WiFi/Network icon in the Notification area
2. Select HW Work
3. Click on HW Work and then click Disconnect
Using a Web Browser (not app)  
Please use the SonicWall app.

The browser offers an alternative way to log in if there is any reason you cannot use the app – **you should not use both together**.

- If you plan to remote desktop to your work PC see the separate user guide  
  **Remote Desktop: Windows** for details.  
  *You must connect to the VPN before you can use Remote Desktop.*

The following instructions tell you how to setup and install the software required to connect to the Heriot-Watt Edinburgh VPN via your browser.

### Browser choice is important

- Use either **Internet Explorer (IE)** or **Firefox**
- **Do not** use **Windows 10 Edge** browser or **Chrome**

### Pre-Configuration required before logging into VPN

**JAVA Settings**
You must be running the most recent version of JAVA on your home PC

You can download **JAVA** here (http://www.java.com/en/download)

**Edit your JAVA security settings**

1. Go to the **Java Control Panel** (open **System preferences** – then open **Java**)
2. Select the **Security** tab
3. Click **Edit Site List**...
4. Click **ADD**
5. Type **https://hwvpn.hw.ac.uk** in the new row
6. Click **OK**

### Log in to the VPN

1. Open a browser and go to **https://hwvpn.hw.ac.uk**
2. Click **Next**
3. Enter your HWU Username and Password
4. Click Log in

- If prompted click on Allow to run JAVA

5. Click Install at the Secure Endpoint Manager page

- The Portal page access option should be Access: Full Network Access

If the access option is Access: Web re-check your settings and try again.
Navigating your files

1. You can navigate your remote files (on the HW network) from the portal page e.g. to display your H: drive, click **HW Home – Filestore**
   to display your S: drive click **HW Shared - Filestore**

Your drives will be displayed in a new browser tab

- Left panel: your local computer
- Right panel: your remote network e.g. HW Home (H:) drive

2. You can drag and drop files from your PC to your HW Home drives or vice-versa
Log out

- Click Logout to close VPN connection

Remote desktop

If you are connecting to your HWU work PC by remote desktop see the user guide

Remote Desktop: Windows

- You must be logged into the VPN before you can use Remote Desktop