

## How to use Wells Gray Open VPN

### Why do we use a VPN?

When a VPN is connected, your computer operates as though it is part of your work network regardless of where you happen to be on the internet—so things like servers and printers are available as though you were at work. Traffic between your computer and the VPN server is encrypted so prying eyes can't see what you're doing. Bad guys can't steal the information you're sending and they can only see that there's a connection between you and the server, not between you and whatever resource you connect to beyond that.

### What's a VPN? (slightly nerdy)

A Virtual Private Network is a way to “wrap” encrypted information inside the normal internet communication system. Think of it like sending a letter in code, envelope and all, inside a regular envelope: everybody can see where the letter is going and where it came from, but if they open it they can't read anything, not even the final address. The VPN server opens the envelope, decrypts the envelope and letter inside, and passes it to its final destination. In some cases, like the VPN's that connect the offices to Kamloops, the sending and receiving devices are routers; for the purposes of this article, the receiving device is your computer.

### Quick Start (see below for screenshots)

1. To confirm OpenVPN is installed, type OpenVPN in the search window. The OpenVPN app will show if it's installed. **If you just get links, open a ticket** and we'll install and configure it for you. (You can also look for the icon in the system tray by the clock.)
2. To connect, right-click the OpenVPN icon in the system tray (by the clock; might be hidden) and click Connect or type OpenVPN in the search window and hit return
3. In the app, click the slider button move it to the right to connect; when you're done with work resources, click to move it to the left.

**It's important to disconnect when you aren't using work resources.**

## Here It Is In Pictures

### Step 1

Confirm the app is installed: if it's not, open a ticket at <https://circle-support.myportallogin.com/> and we'll install it for you.

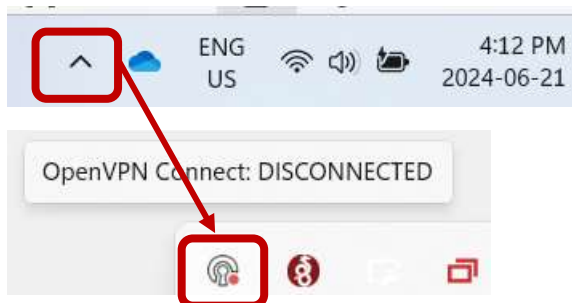
#### Option 1: Use the search window

Type OpenVPN in the search window by the start button. If OpenVPN is installed, you will see this



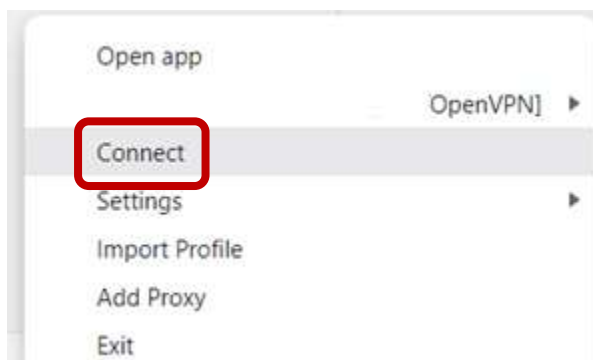
#### Option 2: Look in the system tray

Look for the OpenVPN logo near the clock. You may need to click on the hat to show hidden icons



### Step 2

To connect, right-click the OpenVPN icon in the system tray (above) and select **Connect**. You can also open the app and click the slider.



### Step 3

With the app open, you can click the slider to disconnect. You can also right-click the icon in the system tray and select **Disconnect**.

