These instructions will show you how to configure your UMass Boston VPN connection on a Windows 8.1 machine. All action items will be in **bold**. The instructions are written in two parts: Configuration and Establishing a Connection, Disconnecting. No additional installation is required, as Check Point is available as a VPN provider in the OS.

## PART ONE: CONFIGURATION AND ESTABLISHING A CONNECTION

To access the Settings menu (pictured on the left) in Windows 8.1, **Press the Windows button and the letter “i”**. On a Mac virtual machine, use the shortcut **Command + i**.

In the Settings menu, go to the bottom icons and **Click “Network”**. This will bring you to the Networks menu pictured below, and you can **Click “View Connection Settings”**.
In this new window, **Navigate to “Connections” and Click “Add a VPN Connection”.**

In the **VPN Provider** field, **Choose “Check Point VPN”** from the drop-down menu. In the **Connection name** field, you can choose a name that will identify this network to you. For ease of setup, “UMB VPN” is recommended. In the **Server name or address** field, **Type “remote.umb.edu”**. If you would like your sign-in information to be saved, **Ensure the checkbox is marked for “Remember my sign-in info”. Click “Save”**.
Configuration of the connection is complete! You will see your newly added connection in the list of available VPN connections.

To access the new connection, go to the tray in the lower right corner of your screen and **click** the Network icon ➔.

In the displayed Networks screens (pictured below), **select** “UMB VPN”, then **click** “Connect”, then **select** “Username and Password” and **click** “Next”.

![Networks screens](image-url)

![VPN screen](image-url)
At this stage, you will be prompted to enter your UMB credentials. In the Username field, Enter your UMB email minus the @umb.edu (i.e. first.last). In the Password field, Enter your current UMB e-mail password, then Click “OK”. You are now connected!

END OF PART ONE.

PLEASE CONTINUE TO PART TWO ON THE NEXT PAGE FOR DISCONNECTING.
PART TWO: DISCONNECTING

To access the current connection, go to the tray in the lower right corner of your screen and **Click the Network icon.**

In the displayed Networks screen (see below), **Select “UMB VPN”, then Click “Disconnect”.**

You are now disconnected!

END OF PART TWO.

Thank you for using these instructions. If you experience issues during the installation process, please contact the IT Service Desk at 7-5220.

If you have feedback and/or corrections for these instructions, please email **IT.Security@umb.edu.**