THE HELP GROUP
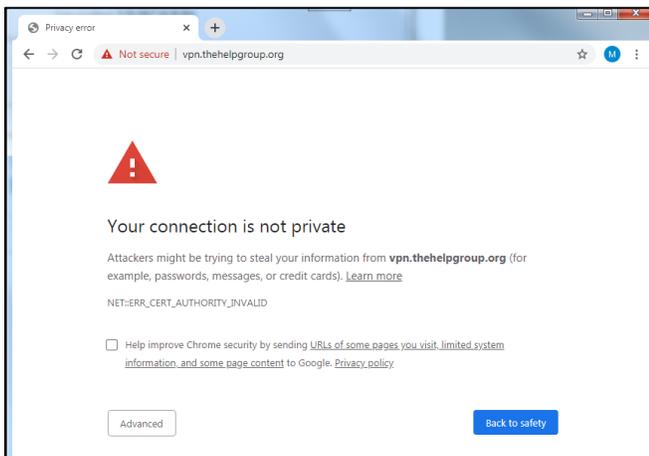### WatchGuard - SSL-VPN Remote Access Connection Procedures

Summary: This procedure details the steps necessary to install the SSL-VPN client software and connect to The Help Group network using Windows computer and Chrome browser.
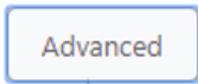
I.   Installing the VPN Client

1.   To download the VPN client for Windows OS, click on the link below:

     https://vpn.thehelpgroup.org/sslvpn.htm
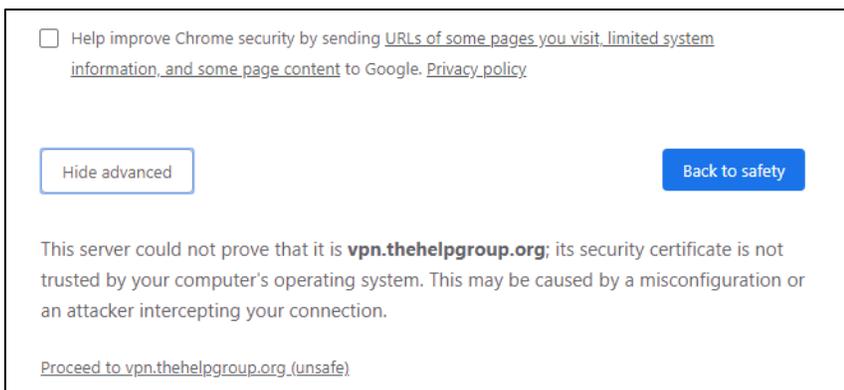
     The link will open in your default browser.

2.   Click on "Advanced button"

3.   Once you have clicked advanced, on the bottom of the page, click on the link that starts with "Proceed to vpn.thehelpgroup.org/sslvpn.htm"
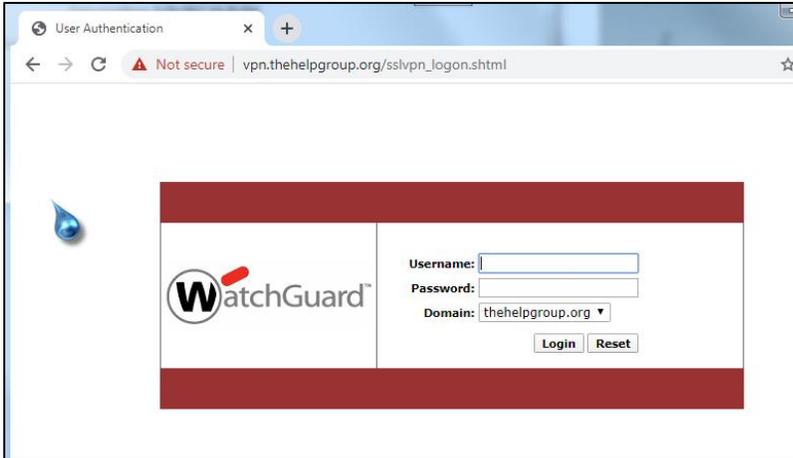
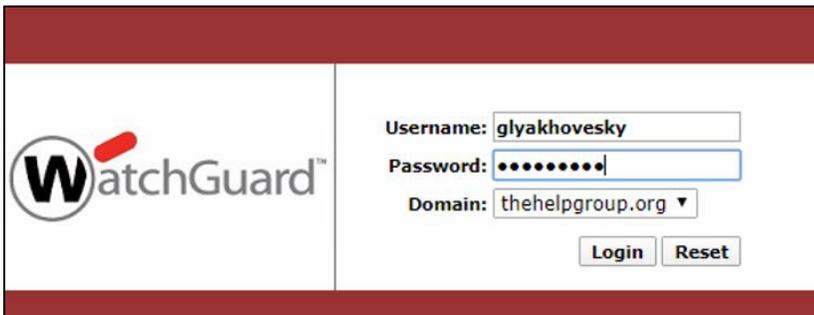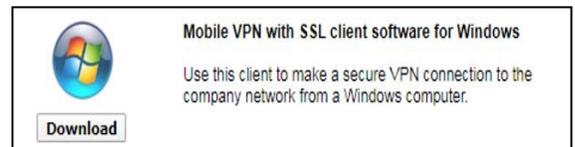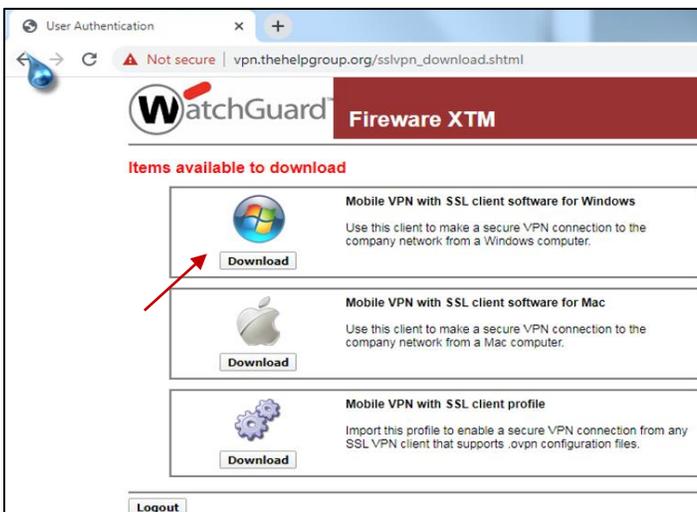**I.** <u>**Installing the VPN Client (continues)**</u>

4. The WatchGuard VPN login Page will load

5. Login with your **Windows** username and password

6. When following page will load, click on "Download" Mobile VPN with SSL client software for Windows
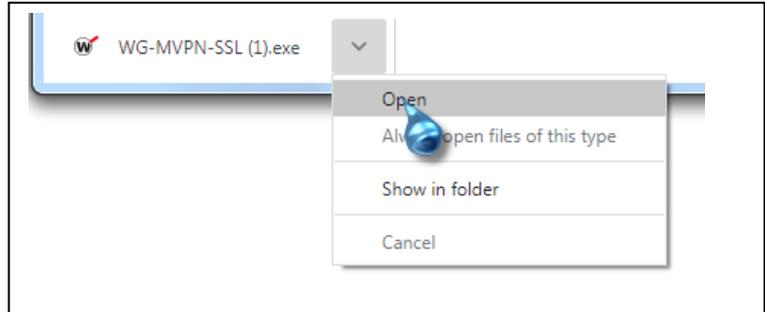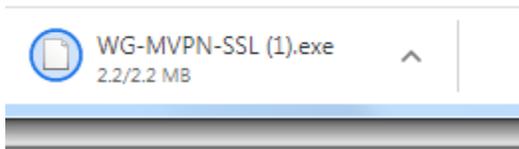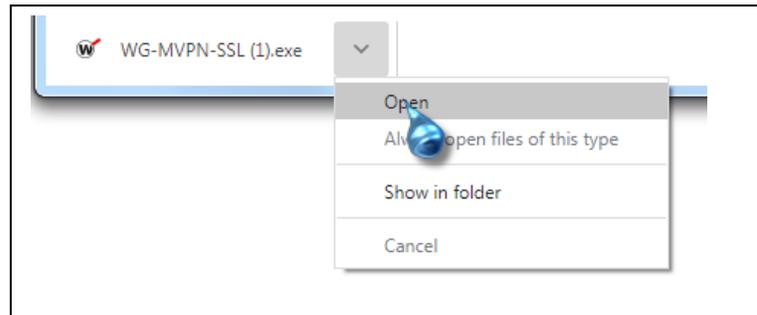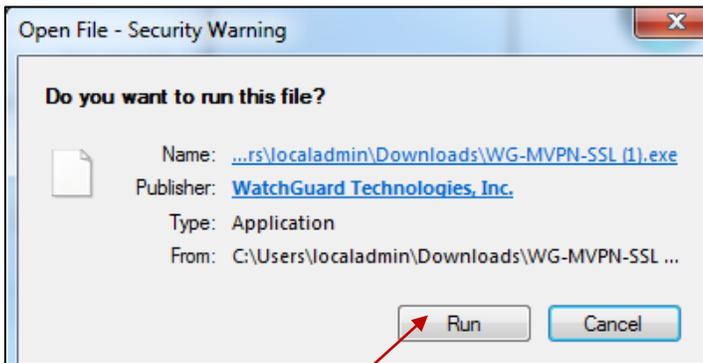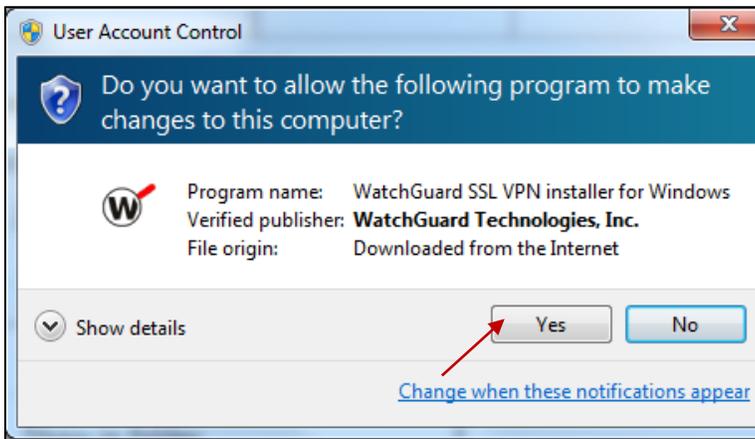
I. Installing the VPN Client (continues)

7. Confirm file downloaded, click on the arrow up and select Open.

8. Please click on Run

9. Click "**Yes**" when the Windows User Account control message comes up
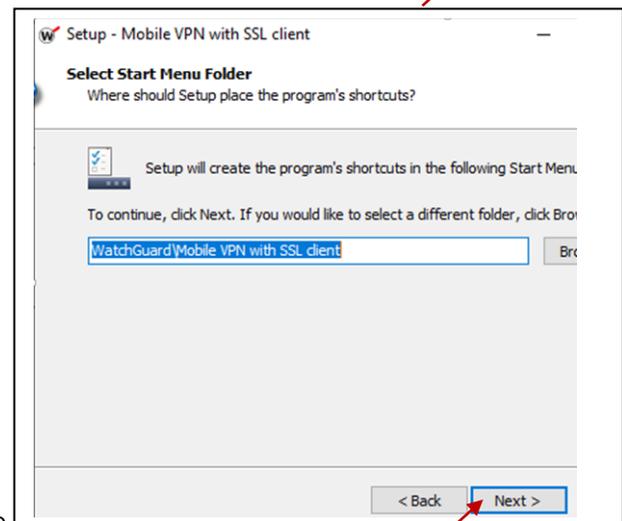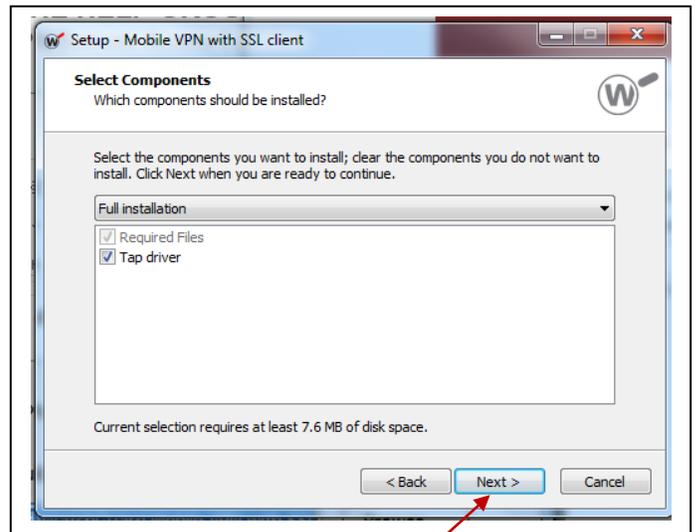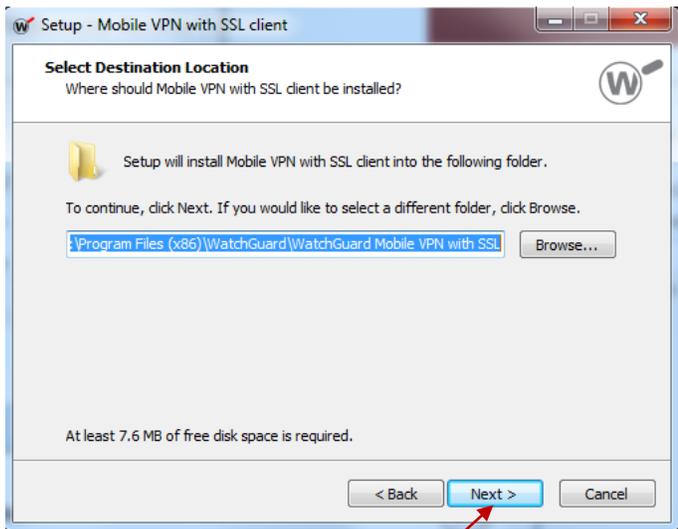
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WatchGuard - SSL-VPN Remote Access Connection Procedures

I.   Installing the VPN Client (continues)

10. VPN Client installer will load. At the first welcome screen, click **Next** to continue.

11. At the following screens, click **Next**:

12. At the following screen, check boxes 'Create a desktop' and 'Quick Launch icons' and click Next:
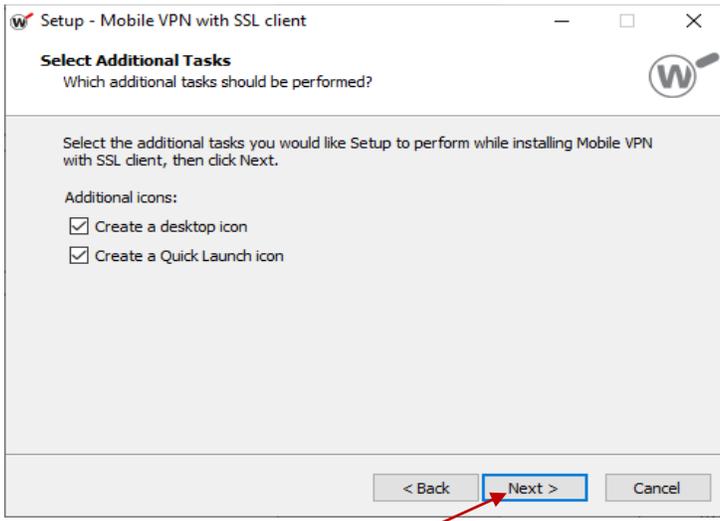
13. At the following screen, click **Install** and after **Finish** to complete the setup:

Note: If you get a second prompt "**Would you like to install the device software**" click **install**
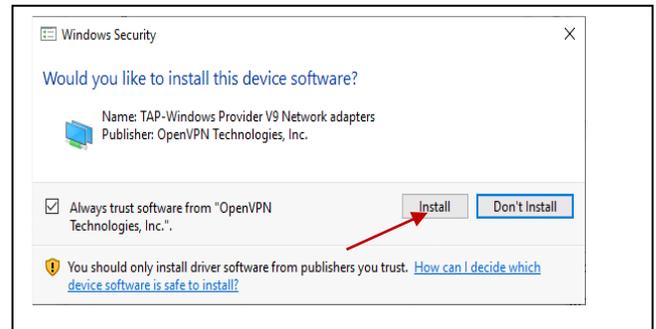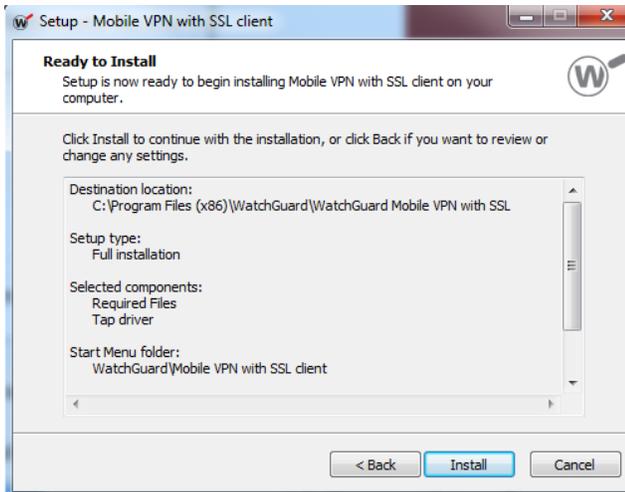
II. Configuring the VPN Client and running for a 1st time

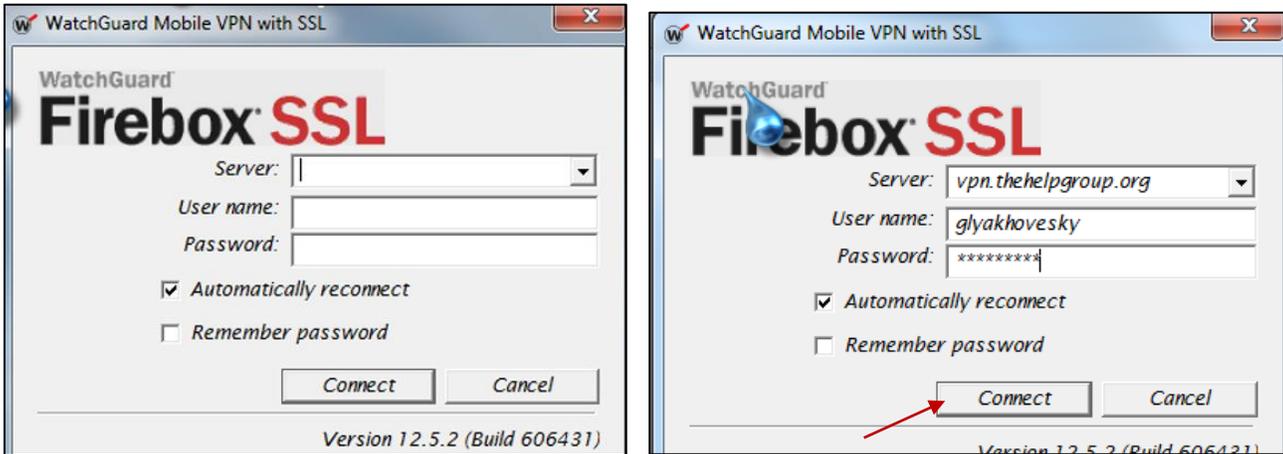14. WatchGuard VPN Client login screen comes up, use the following information to **login** and when completed press **Connect**

    Server: vpn.thehelpgroup.org
    User name: THG Windows login name
    Password: THG Windows Password

15. When prompted Click "Yes" to proceed

16. Please note if the second login prompt comes up, type you windows login password to proceed otherwise skip this step.

17. The Mobile VPN will complete the configuration and connect to the THG network. The client will be minimize next to the system clock.
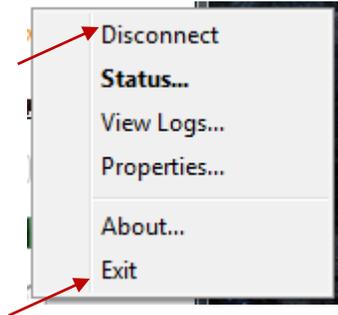
II.   Configuring the VPN Client and running for a 1st time (continue)

18. To complete configuration, **Disconnect** and after **Exit** the VPN client.

   Note: Please refer to this step when you need to **disconnect** from the Company Network.


III.   Using VPN Client

*** Once the VPN program is installed on your computer, you no longer need to go through the installation process again to connect to VPN (Above Instructions Part I and II).

*** Just follow the simple steps below to reconnect to VPN.

19. To start the VPN client please click on the Mobile VPN with SSL client

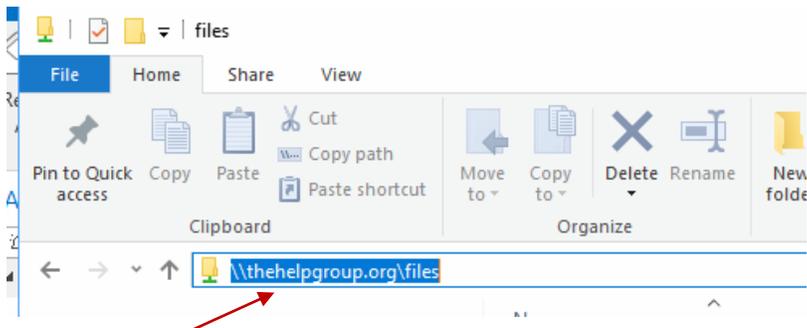20. Input you THG **windows** login **password** and press **connect**
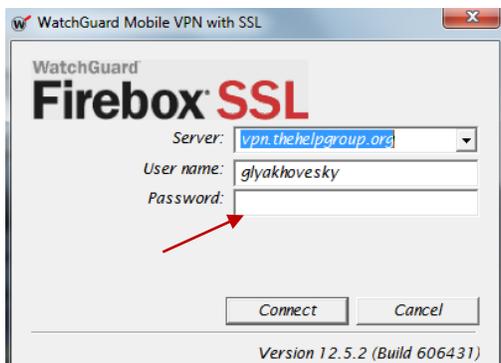
21. VPN client will be minimized and show green lighted W upon successful connection.

IV. Access THG files

1. Open File/Windows Explorer. Copy/Type following into address bar **\\thehelpgroup.org\files.** and press **Enter** on your keyboard.

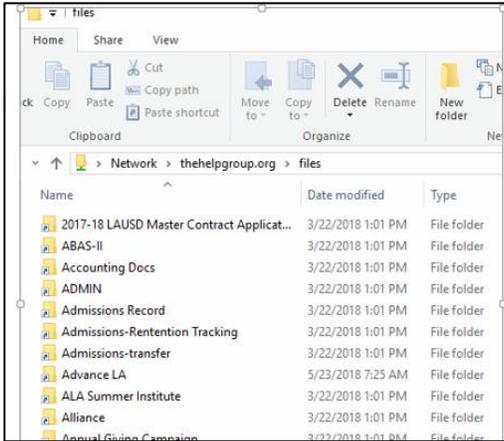2. If you using a Home computer, the login prompt will come up to input THG Windows username and password.

*** PLEASE BE SURE TO TYPE IN

thehelpgroup.org\ USERNAME i.e. 'thehelpgroup\jdoe' and your password.

IV. Access SQL files

1. To Access SQL. Open Web Browser and paste following link "**http://clients.net.thehelpgroup.org**"