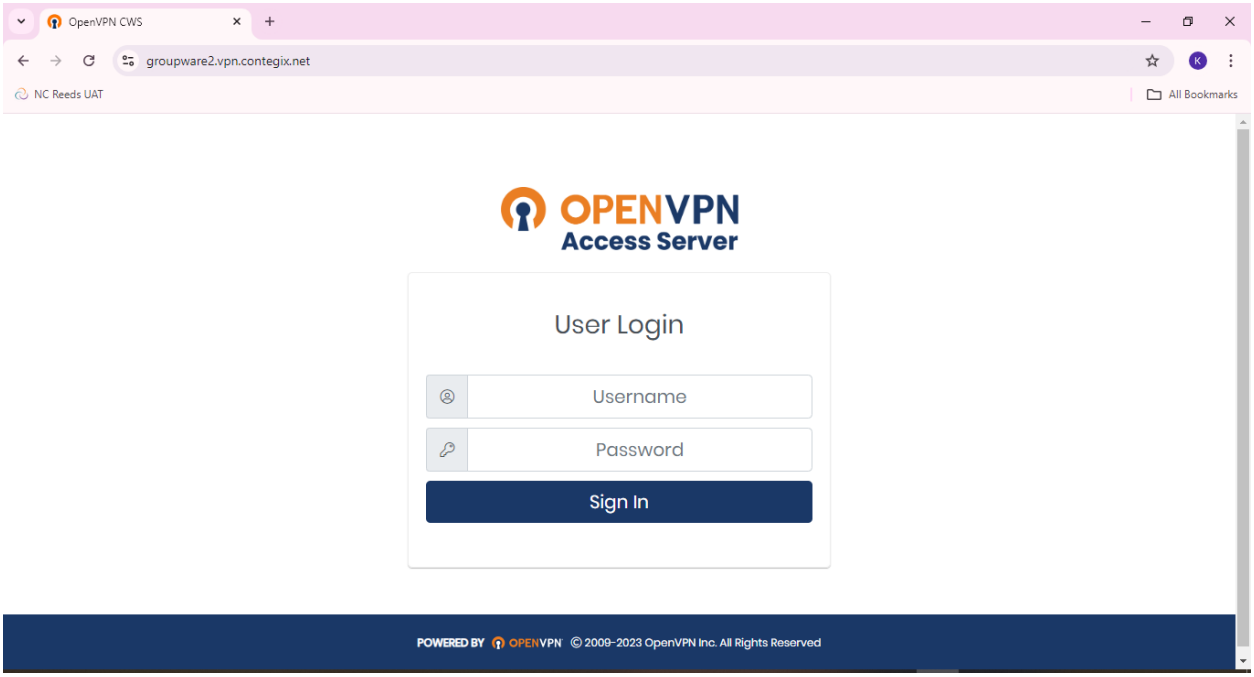
Installation and Configuration of the Open Client VPN

Installation of the Open Client VPN Software must be completed by someone that has the ability to install software on your workstation.

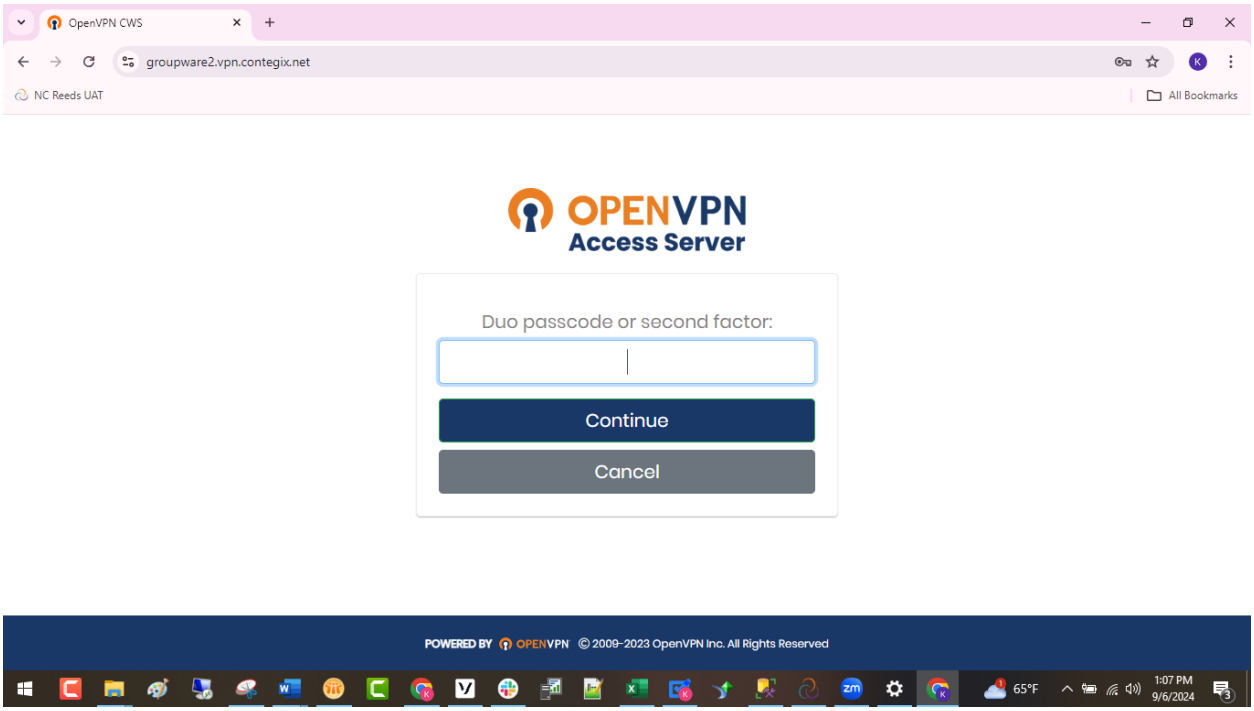
To start the installation process, follow the steps below:

- Navigate to the following URL using your internet browser: https://groupware2.vpn.contegix.net/?src=connect

- The web site will load and will look similar to that in the figure below:

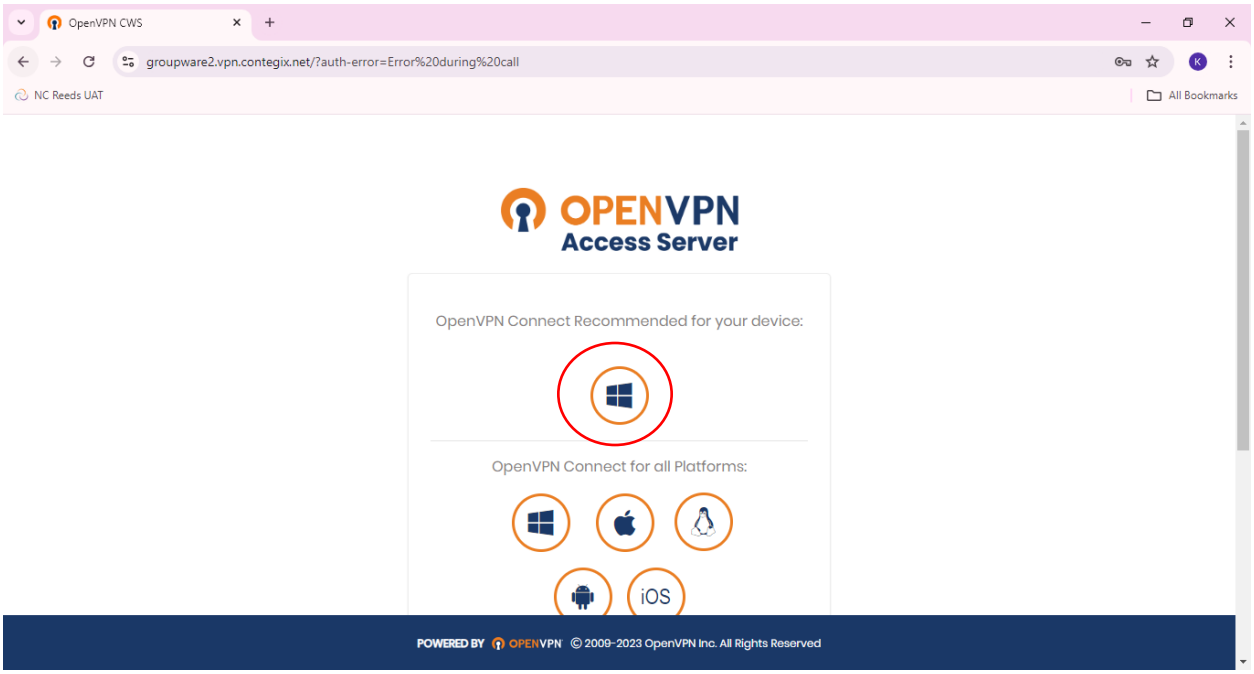


- Enter your VPN User Name and Password and then click the **Login** button.
- You will be prompted for your duo passcode or second factor.



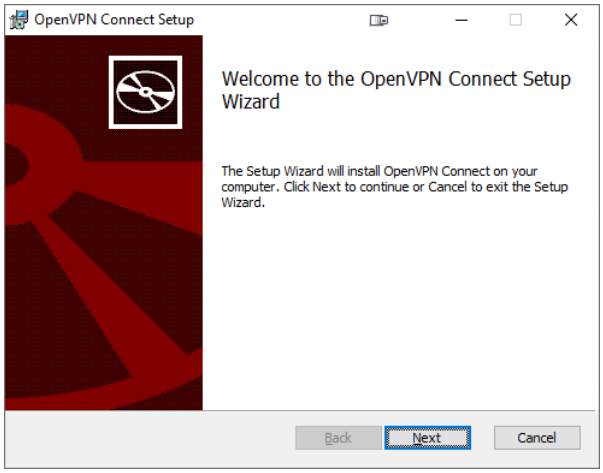
- Enter “Phone” if you want to receive a telephone call.
- If you have the app installed on your phone, you can type “Push” and you will receive a push notification on your phone.

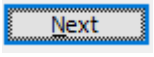
- After a successful second factor authentication, your page will refresh and look like that in the figure below.

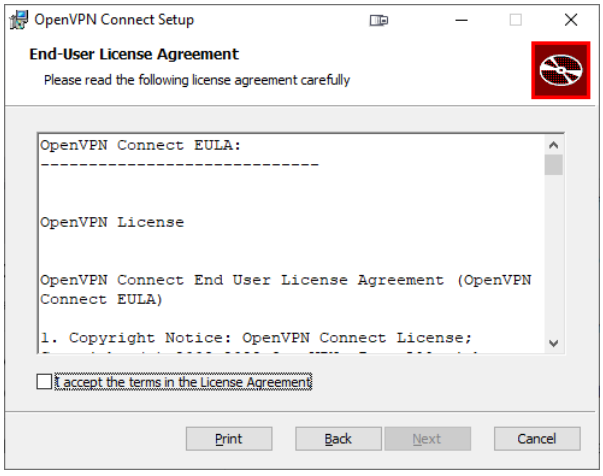


- Click on the Windows Logo (circled in the above image) to download the software that is recommended for your operating system.
- The software installation package will start to download and will be saved in the default download folder specified by your browser.
- Once the download is complete, navigate to your Downloads folder and find the EXE file (the installation package) that was downloaded. It will look similar to that in the figure below

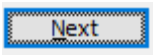
- Double Click on the Installation package.
- The Open Client VPN Installation Wizard will begin.

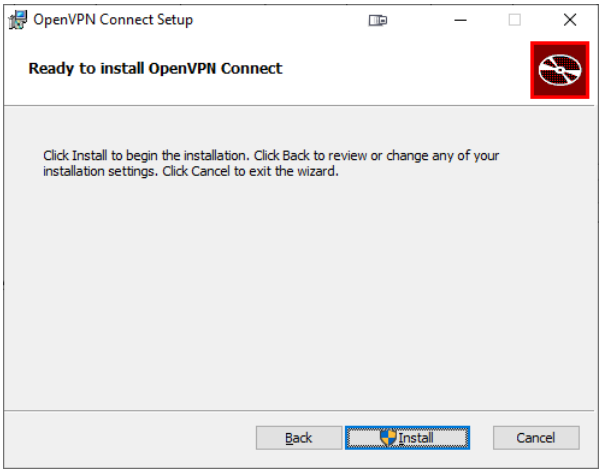


- Click the  button to continue.

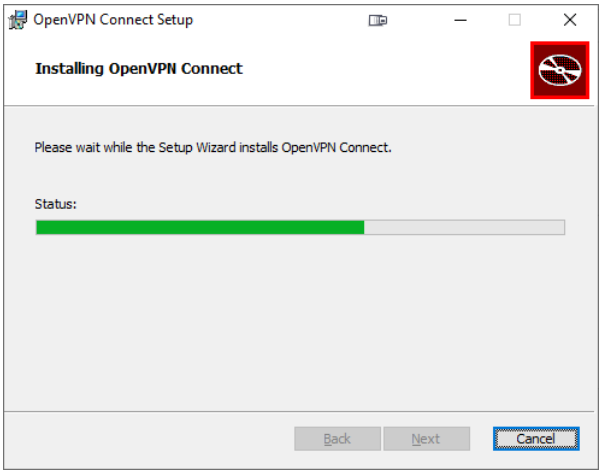


- Accept the Licensing Agreement by clicking the Check Box next to “I accept the terms in the License Agreement.

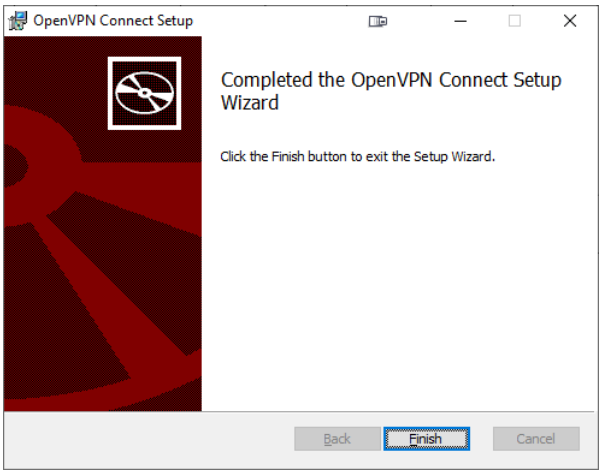
- Click the  button.



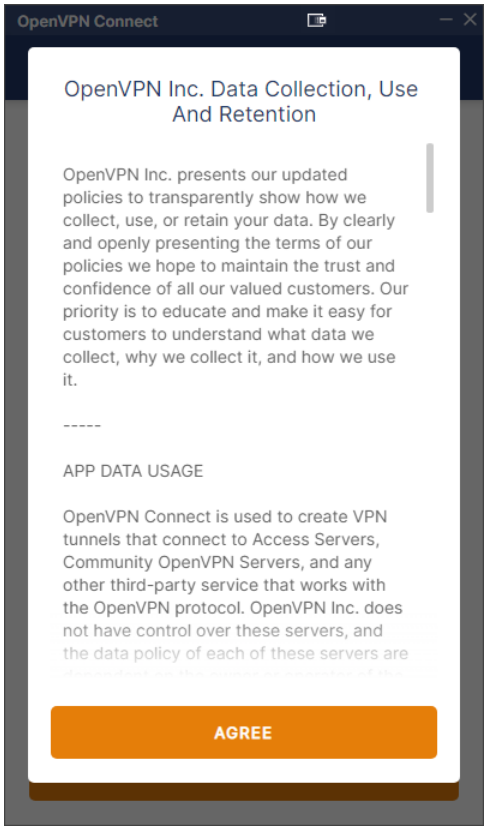
- Click the Install button. You will most likely get a message that appears asking whether or not you want to allow the app to make changes to your device. Click **Yes** to this message.
- Installation will continue and you will see a dialog similar to that in the figure below as the installation completes.



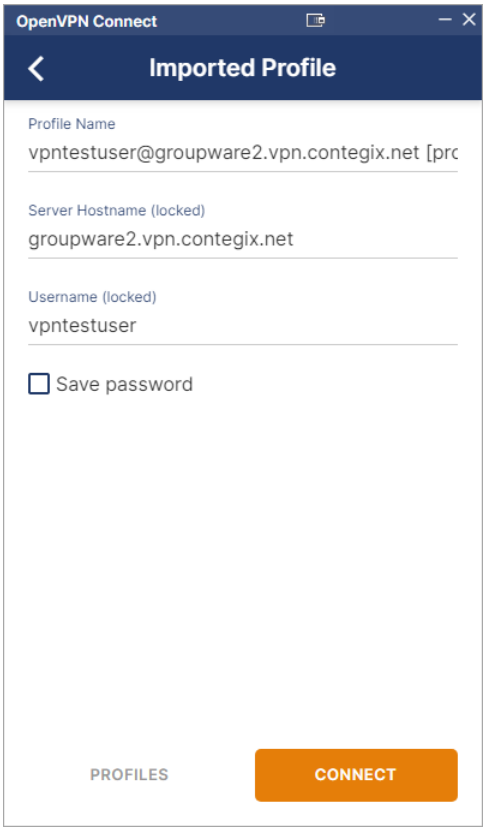
- A dialog similar to that in the figure will appear to inform you that installation has completed.



- Click the **Finish** button to continue. You will see a Data Collection agreement first.



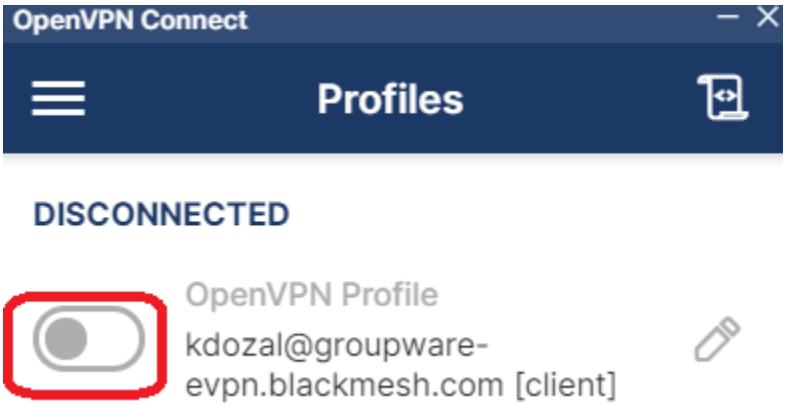
- Click **Agree** and the Open VPN Client will open on your screen with the profile imported for you and will look similar to that in the image below:



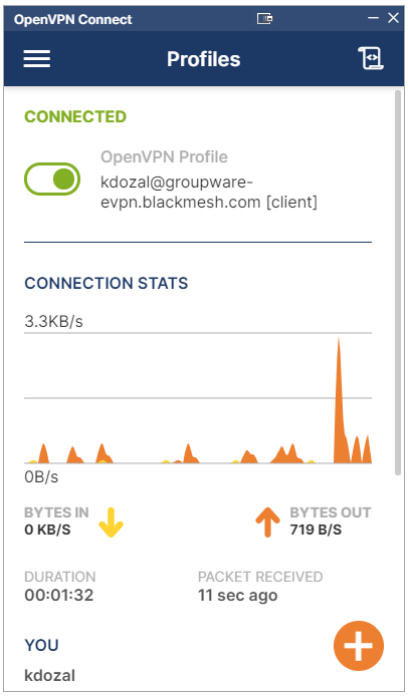
Connecting to the VPN after Installation

Once the VPN is installed, it is easy to re-connect when needed. Simply open the client VPN by double clicking on the desktop shortcut, finding it in your "All Programs" list, or from right clicking on the open VPN icon in your system tray and selecting connect.

- Click on the gray radio button next to your login details.



- You will then be prompted for your password if you did not save it during the initial setup. After that, you will be prompted for your multifactor authentication method.
    - Enter "Phone" if you want to receive a telephone call. After receiving the call, you should be connected.

- If you have the app installed on your phone, you can type “Push” and you will receive a push notification on your phone. Accept the notification and you should then connect.

- If connected, your VPN screen will look similar to that in the figure below: