



56 BUCKS ROAD
DOUGLAS
ISLE OF MAN
IM1 3AD
T: (01624) 627171
T: (01624) 611222
E: INFO@FOCUSIT.CO.IM
W: WWW.PCSOLUTIONS.CO.IM



Remote Access Setup Instructions

Remote Workstation Specification & Mandatory Requirements for connection to your Company's Network.

- 1) Windows 10 Workstation with all updates installed and updates set to automatic.
- 2) Paid Anti-Virus software only the following products are acceptable (Norton / Symantec, MacAfee, Malwarebytes, Avast, Bulldog) free versions of these products are not acceptable.
- 3) Full system scan that results in 0 infection's this must be completed prior to installation of VPN software.
- 4) A copy of your Company's Remote VPN Config File this can be provided upon request.
- 5) Working Internet connection with at least 2mbps symmetrical bandwidth.
- 6) Access to your Office 365 Account.

Focus IT Ltd cant be held responsible for the security of remote devices that haven't been checked by one of our engineers and users use these services at their own risk. Incorrect usage or not following good security practices can result in data compromise or data loss.

Installation of VPN Software Section A

- 1) Download the software from the following link <https://www.draytek.com/products/smart-vpn-client/>
- 2) Install the software accepting the defaults for all steps.
- 3) Open the Draytek Smart VPN Client.
- 4) Import your company's remote VPN config file by clicking settings, under Import Profiles click browse to the config file obtained in step 4 under the requirements and click import.
- 5) Navigate back to Connection ensure the Active Profile says Office Remote Access and click Connect.
- 6) Enter your username and password issued to you separately this is specifically for use on the VPN do not change any other settings click ok and the VPN should connect.

To access your office workstation Section B

- 1) Login to office.com with your Office 365 sign in credentials.
- 2) Navigate to One Drive and you will see a folder called Remote Access Services.
- 3) Click the file starting with My Office PC - .
- 4) Login with your login details like you are sat on your office machine and you will have access to all services.
- 5) If you do not have an option to enter a username in step 4 click More Choices and use a different account then enter your username.
- 6) This will then grant you access to all services.

Future Access is a two step process

- 1) Open the Draytek Smart VPN Client, click connect and enter your username and password
- 2) Open Office 365 and click the file in Section B Step 3 Remote Desktop Client Shortcut and enter your username and password.