

VPN + Remote Desktop | Set Up Instructions



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LAST REVISION:

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INITIAL INSTALLATION

STEP 01

Go to <https://www.fortinet.com/support/product-downloads> to download the FortiClient VPN for your device (Windows or MacOS)

STEP 02

Once installed [open](#) the application

STEP 03

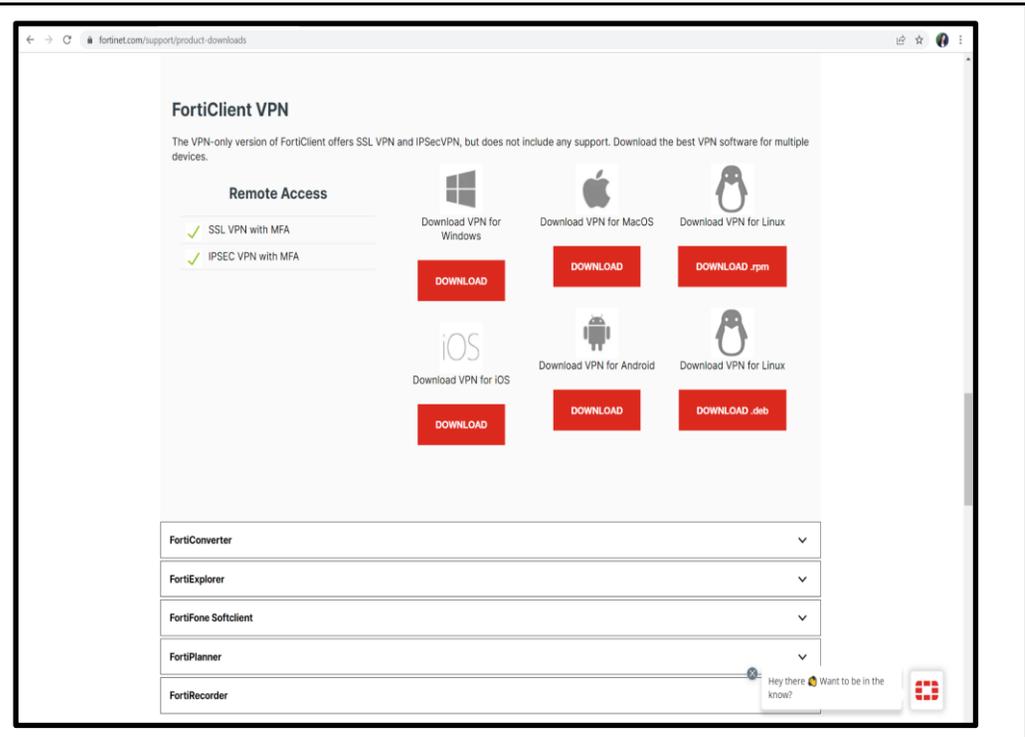
Click [Yes](#) to all application to make changes to computer

STEP 04

New window will open called [FortiClient VPN Setup](#)
*Keep settings as is by clicking [next](#) → [install](#) → [finish](#)

STEP 05

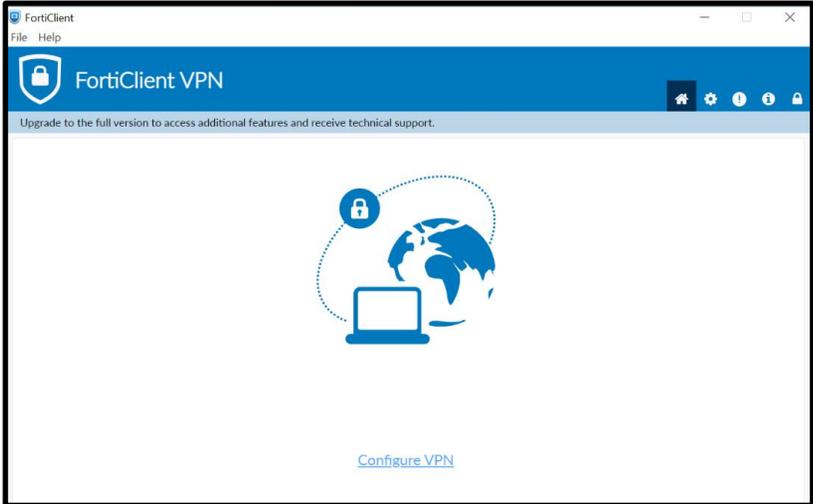
Find [FortiClient VPN](#) on your desktop and open application



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CONFIGURING the VPN

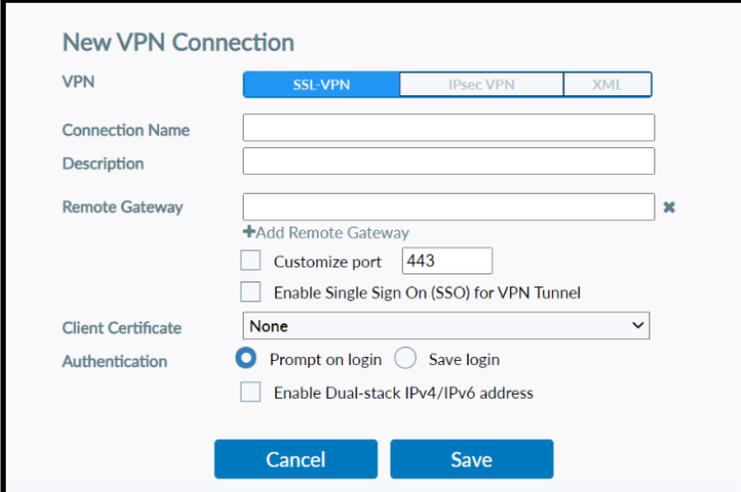
Leif Associates uses multifactor authentication to help further secure encrypted VPN connections to the network. Please make sure you have access to your Leif Email or authorized token-generating device, for the verification token.

<p>STEP 01 Click on Configure VPN</p>	
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STEP 02

Confirm that **SSL-VPN** is selected as the VPN



New VPN Connection

VPN: **SSL-VPN** | IPsec VPN | XML

Connection Name:

Description:

Remote Gateway: ✕

+Add Remote Gateway

Customize port:

Enable Single Sign On (SSO) for VPN Tunnel

Client Certificate: **None** ▼

Authentication: Prompt on login Save login

Enable Dual-stack IPv4/IPv6 address

Cancel **Save**

STEP 03

Enter the following information in the corresponding fields and [click Save](#):

Key Configurations:

Remote Gateway: 64.25.229.202

Customize Port: Checked

Enter Custom Port: 4443

*Be sure to replace the default number for the [customize port](#)



Edit VPN Connection

VPN: **SSL-VPN** | IPsec VPN | XML

Connection Name:

Description:

Remote Gateway: ✕

+Add Remote Gateway

Customize port:

Enable Single Sign On (SSO) for VPN Tunnel

Authentication: Prompt on login Save login

Username:

Client Certificate: **None** ▼

Enable Dual-stack IPv4/IPv6 address

Cancel **Save**

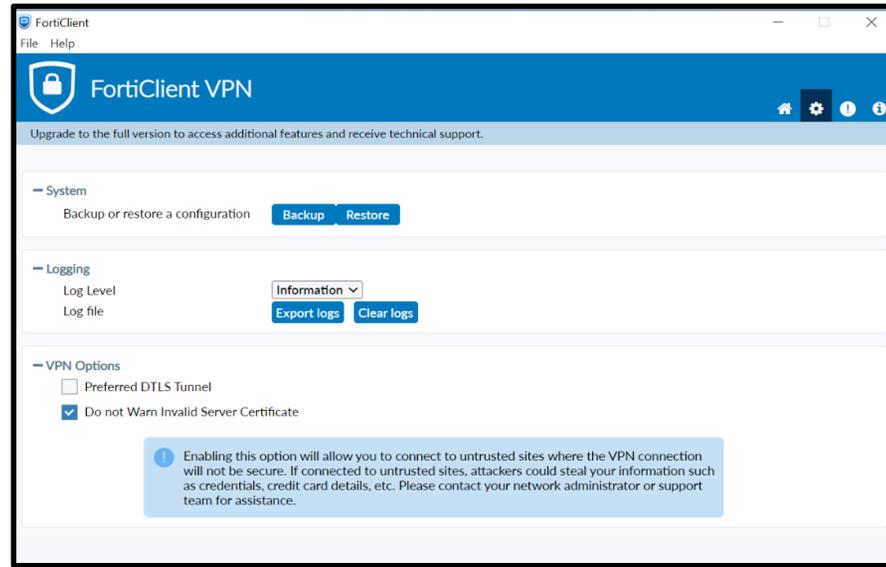
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STEP 04

Select the **lock icon** in the top right-hand corner and click **Yes** to allow FortiClient VPN to make changes to your device.

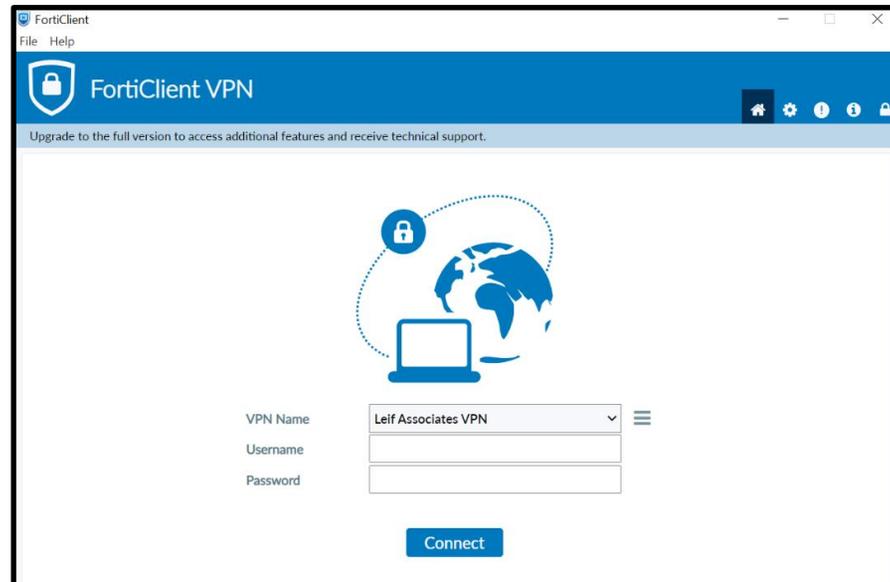
Select the **gear icon** to access settings.

Under **VPN Options** check the box for “Do Not Warn Invalid Server.”



STEP 05

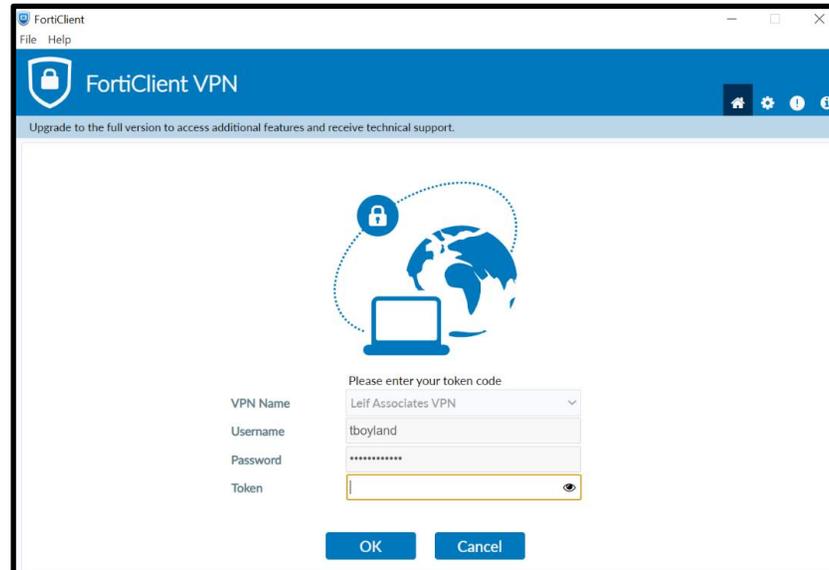
Return to the home page and enter your login credentials.



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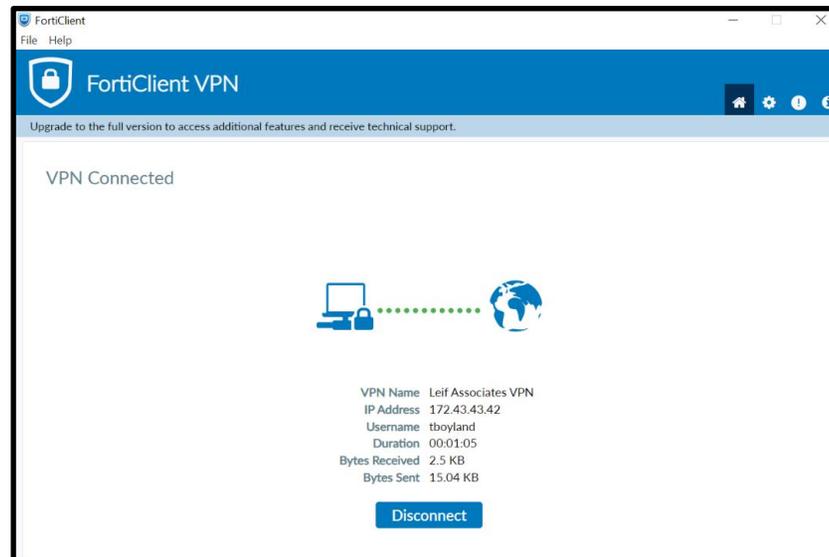
STEP 06

A token will be sent to your [Leif Email](#) - immediately enter the code as it will expire after 1 minute. If you are using the [FortiToken app](#), the current token should be [immediately available](#).



STEP 07

Once connected to the VPN, the window should display as follows:



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CONFIGURING the REMOTE DESKTOP CONNECTION

To connect remotely to Leif Associates networks, [you must log into:](#)

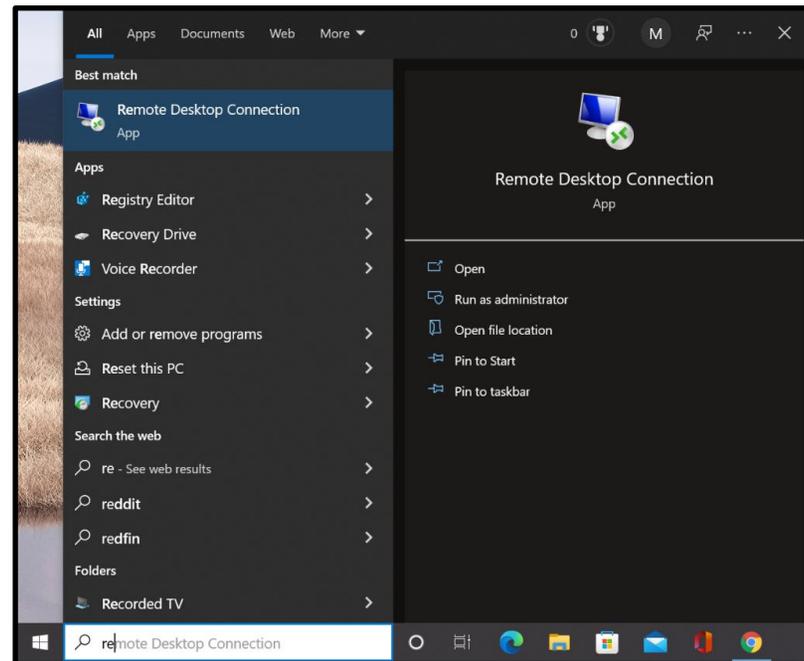
1. Your Leif Associates email or authorized device app for the security token (via webmail or mobile device/app)
2. The VPN with the security token
3. Your assigned remote desktop

STEP 01

Click in the [Windows Search Bar](#) located at the bottom left-hand side of the screen.

STEP 02

Search and open [Remote Desktop Connection](#)



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STEP 03

Select [Show Options](#)

STEP 04

Enter your assigned computer (e.g., leif-vm000), adding "LEIFASSOC\" before your login Username.

STAFF ASSIGNED VIRTUALS

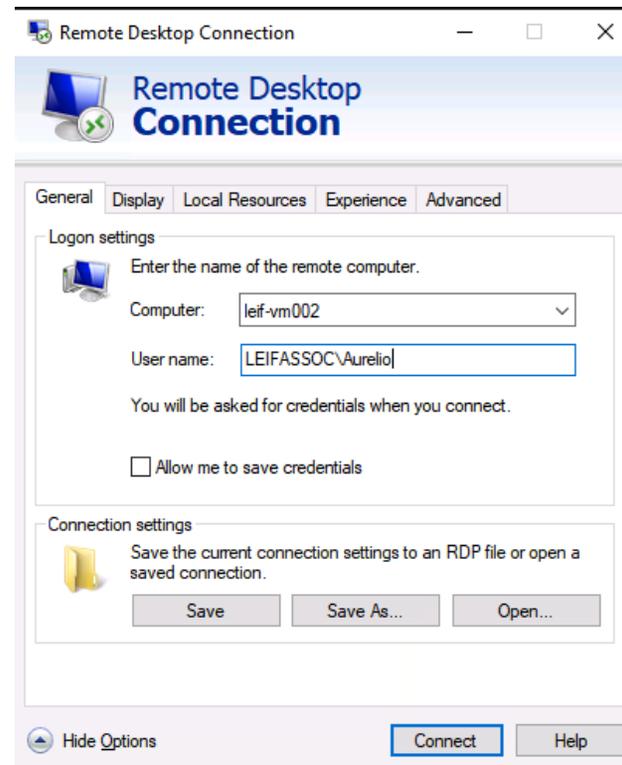
Liz	leif-vm001	Aurelio	leif-vm002	Clair	leif-vm003
Dave	leif-vm004	Nic	leif-vm005	Steve	leif-vm006
Melanie	leif-vm007	James	leif-vm013	Tianna	leif-vm015

STEP 05

Click [Save As](#) to save the connection on [your desktop](#). We recommend naming it "Leif - *YourInitials* Desktop" (e.g., Leif - JSmith Desktop)

STEP 06

Once saved, [exit out](#) of the application

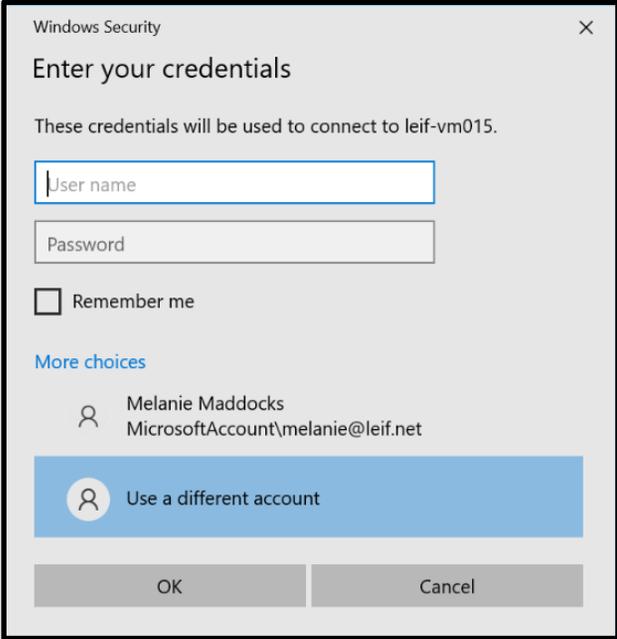


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USAGE: VPN + Remote Desktop

Now that your VPN and remote desktop are configured, in order to connect, launch and log into the FortiClient VPN with your credentials.

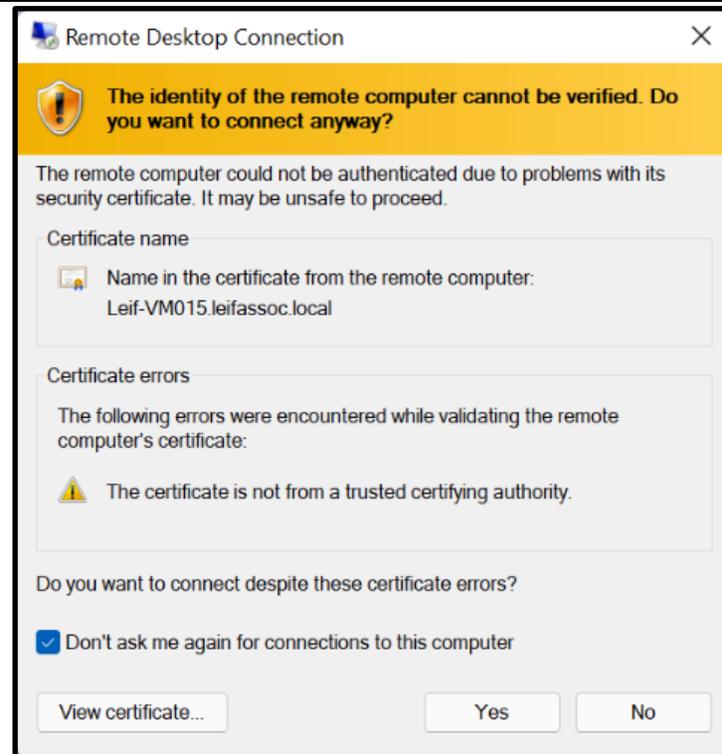
You may receive a pop-up window that says, “the publisher of this remote connection can’t be identified...” Check the box “Don’t ask me again for connections to this computer” to avoid repeatedly confirming every connection.

<p>STEP 01 Launch your Remote Desktop from your desktop</p> <p>STEP 02 Click Connect</p> <p>STEP 03 Do NOT use your Microsoft account if you have one. Select More Choices → Use a different account</p> <p>STEP 04 When connecting for the first time, you must enter “leifassoc\” before your username (usually your first initial + last name) and then your password. Be sure to keep “Remember me” unchecked. Click OK</p> <p>EX: Username: leifassoc\jsmith Password: 0123JohnSMITH</p>	
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You may receive a window saying “The Identity of the remote computer cannot be verified...”

Check the box “Don’t ask me again for connections to this computer” and click “Yes”



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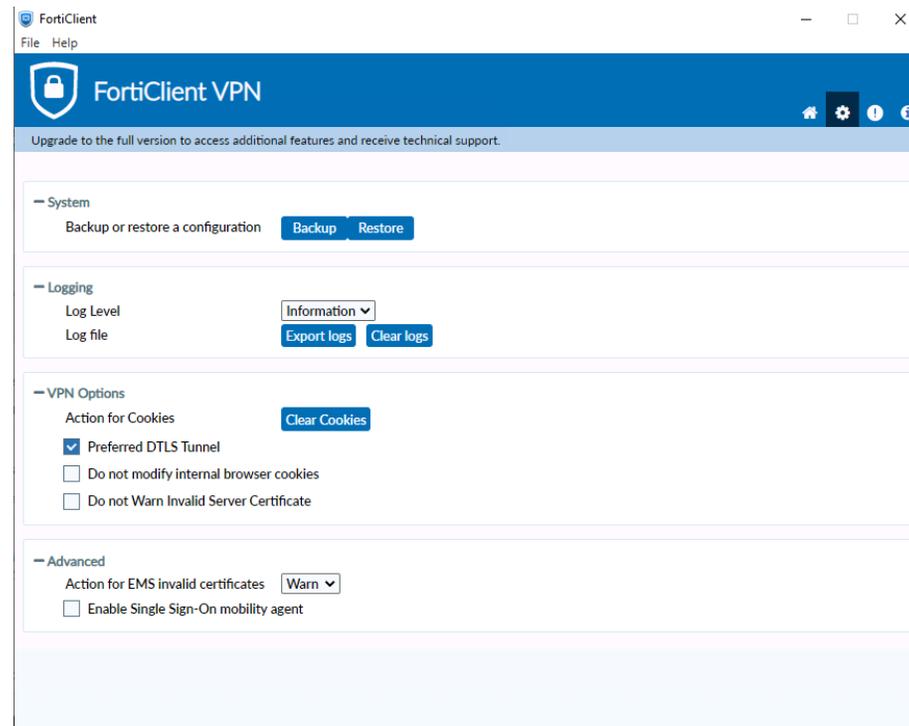
If you are experiencing performance issues, please test enabling the “Preferred DTLS Tunnel” option, which will use UDP instead of TCP making the VPN less susceptible to network “static”, prioritizing the packets differently. If this changes it for the worse, unselect.

While network printing while connecting to a VPN is not directly supported, if you are using a network printer, please do the following:

- a. Test using the IP address instead of the network name in your local connection/port setup or
- b. Manually setting up a different connection mapping with the IP address instead of the network name

It may possibly be able to route easier if it is just a name server/translation issue.

If you do not know the IP address of your printer, printing a network configuration or even sometimes general configuration page will have it. You may also try the network properties of the printer’s name under “Network” in File Explorer if it is listed (see next page for example). If it’s listed in network, pinging that name using a command prompt may give you the direct IP address.



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EXAMPLE

