

# Open VPN User Instructions

[For those planning to use a phone call for authentication to your mobile phone - click here](#)

For those planning to use the Microsoft Authenticator App with your smartphone:

Get Microsoft Authenticator for your phone.



**Microsoft Authenticator**  
Microsoft Corporation  
#33 in Productivity  
★★★★★ 4.7, 315 Ratings  
Free

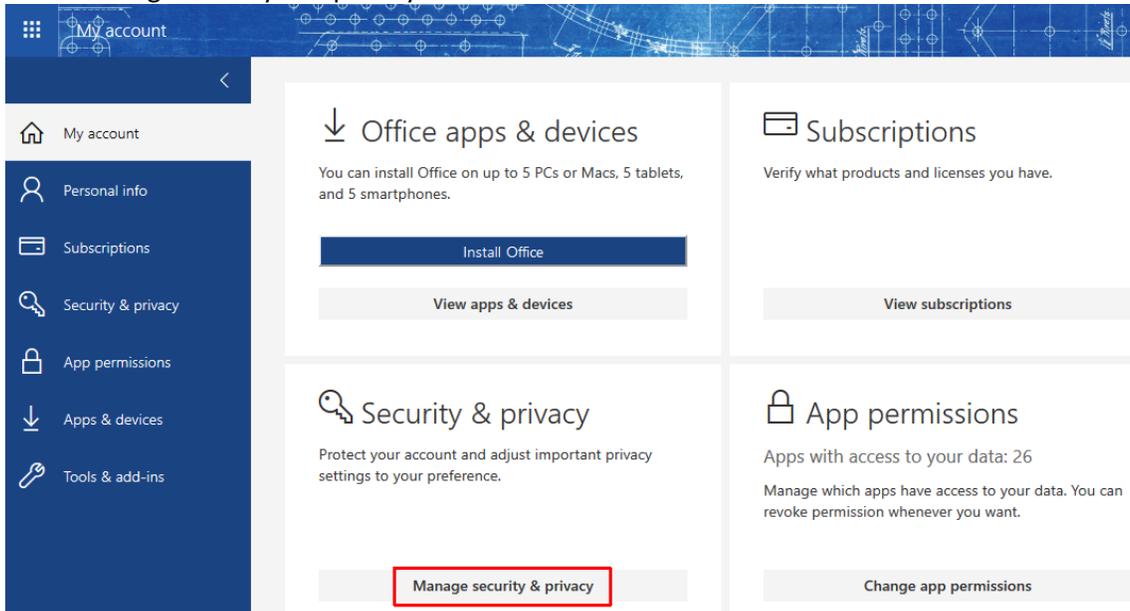
1. [Apple App Store for iPhone](#)
2. [Google Play Store for Android](#)
3. Once downloaded/installed on your smartphone, proceed to the next portion.

Setup Office 365 to use the Authenticator app

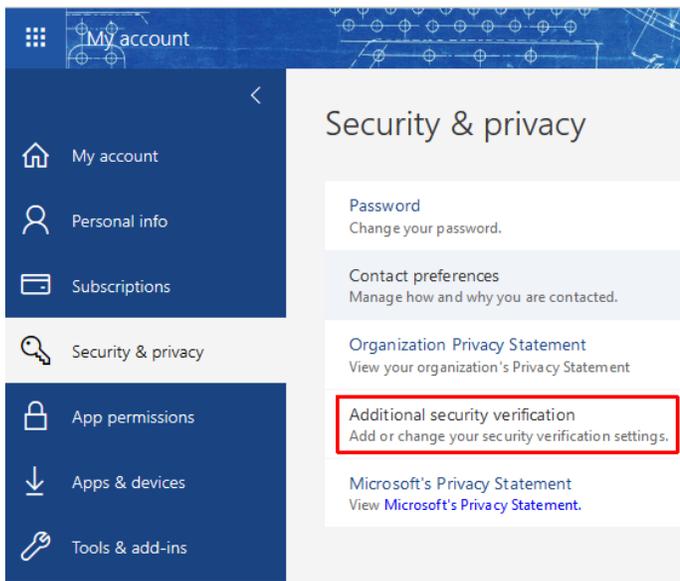
1. On your computer login to the Office 365 portal: <https://portal.office.com/account>
2. Click on your account initials or avatar, then click "My Account"



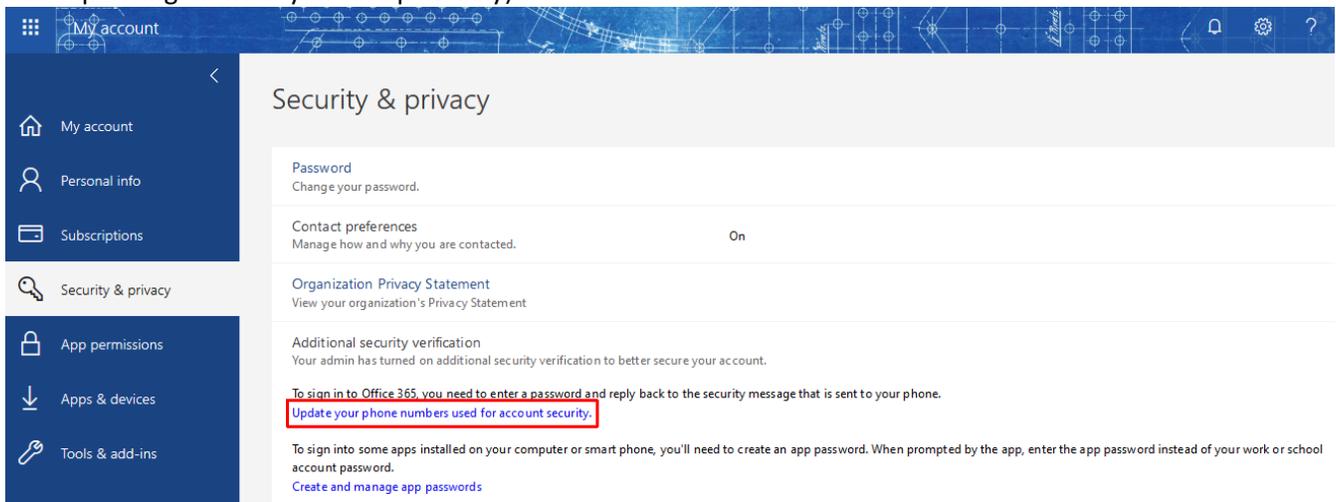
3. Click "Manage security and privacy"



4. Click "Additional security verification"



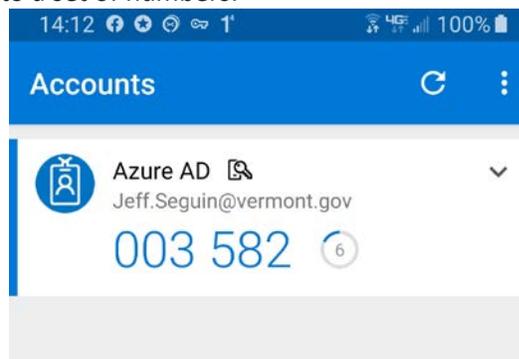
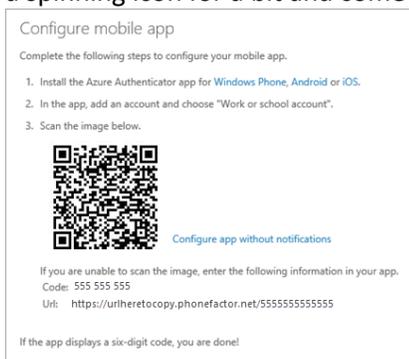
5. Click "Update your phone numbers used for account security" (you may be prompted to enter a code or receive a phone call depending on what you set up initially)



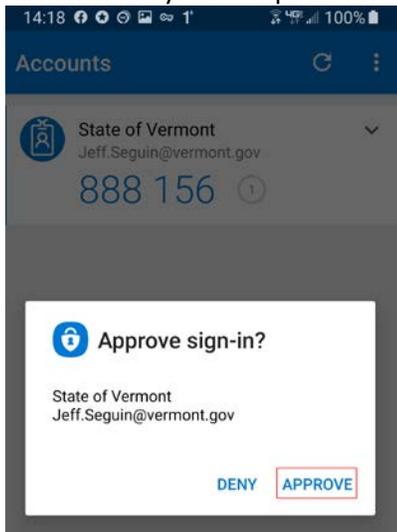
6. Open the authenticator app on your smartphone and be sure to accept any requests for permissions. You may also be asked to allow notifications, follow the prompts to do so.
7. Press "skip" until you see "Add Work account" and click it.
8. You'll likely see a request to allow the camera to be used, do so.
9. On your computer, Select "Authenticator app or Token", then click "Set up Authenticator app"



10. Point your phone's camera at the QR Code on your computer screen similar to what's shown below. The app will display a spinning icon for a bit and come back to a set of numbers.

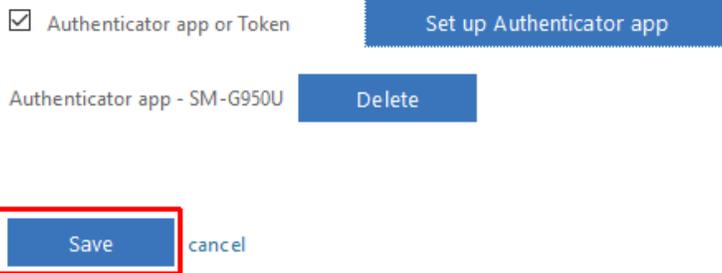


11. Click next on your computer screen. You'll see "Activating". You'll then get an "Approve sign-in?" request on your phone

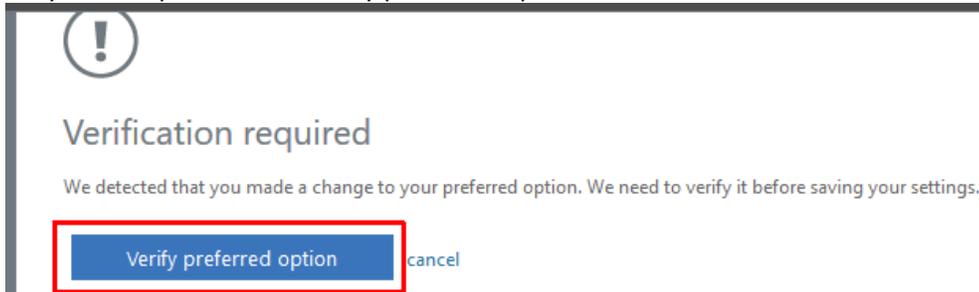


12. Tap "Approve" on your phone

13. On your computer click "Save"

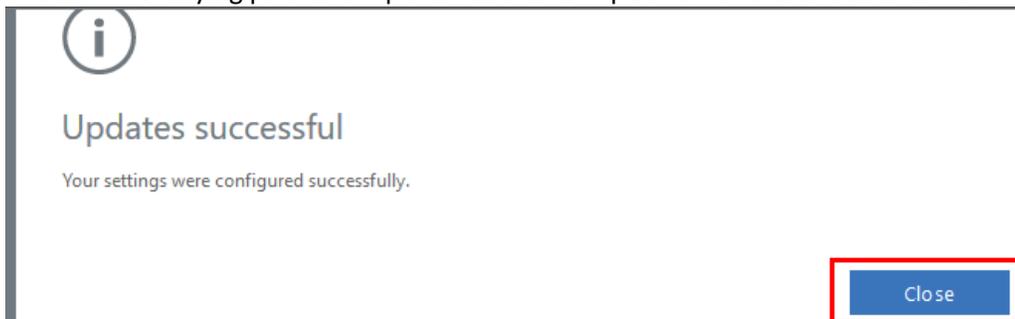


14. On your computer click "Verify preferred option"



15. You'll get another "Approve sign-in?" request on your phone. Approve the request.

16. You'll see "Verifying preferred option" and then "Updates successful". Click close.

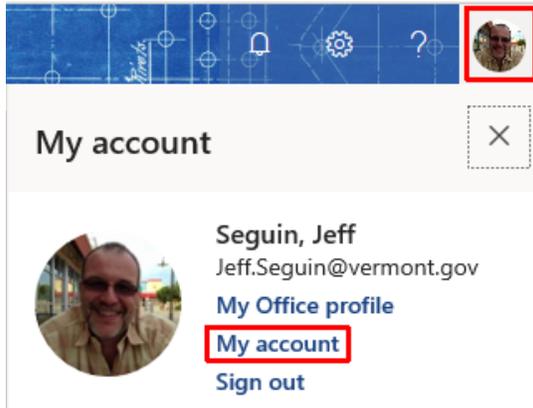


17. You can then close out of the Office portal and you're can move on to Using the Open VPN.

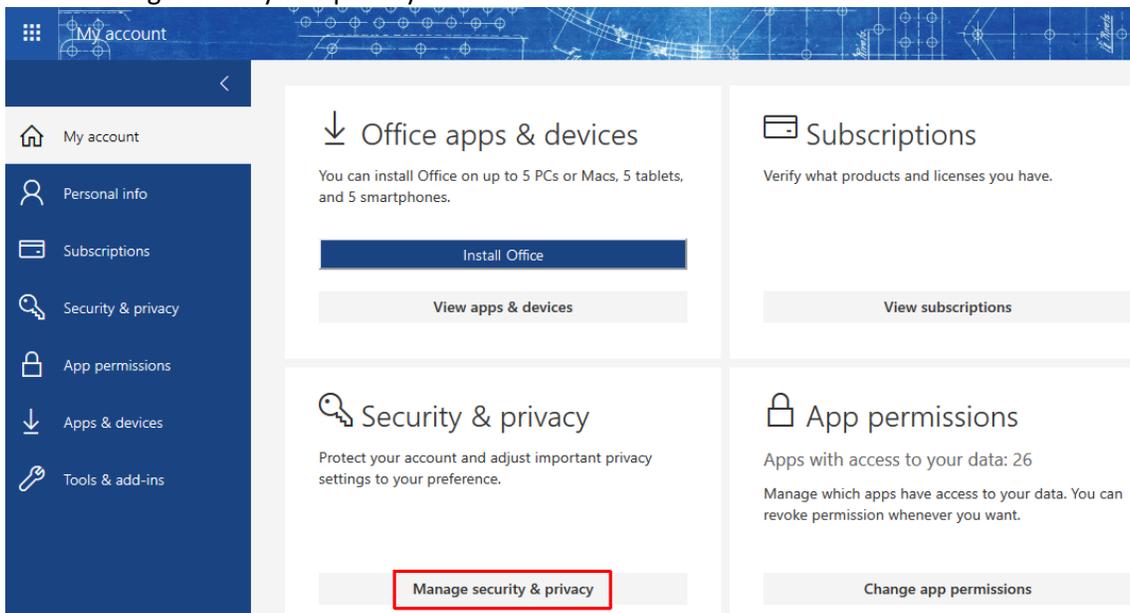
[Skip to Using the Open VPN](#)

For those planning to use a phone call for Authentication

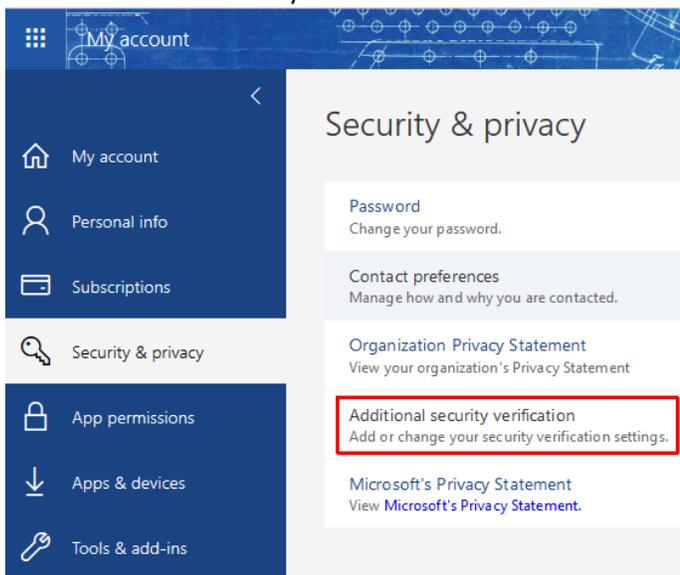
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2. Click on your account initials or avatar, then click "My Account"



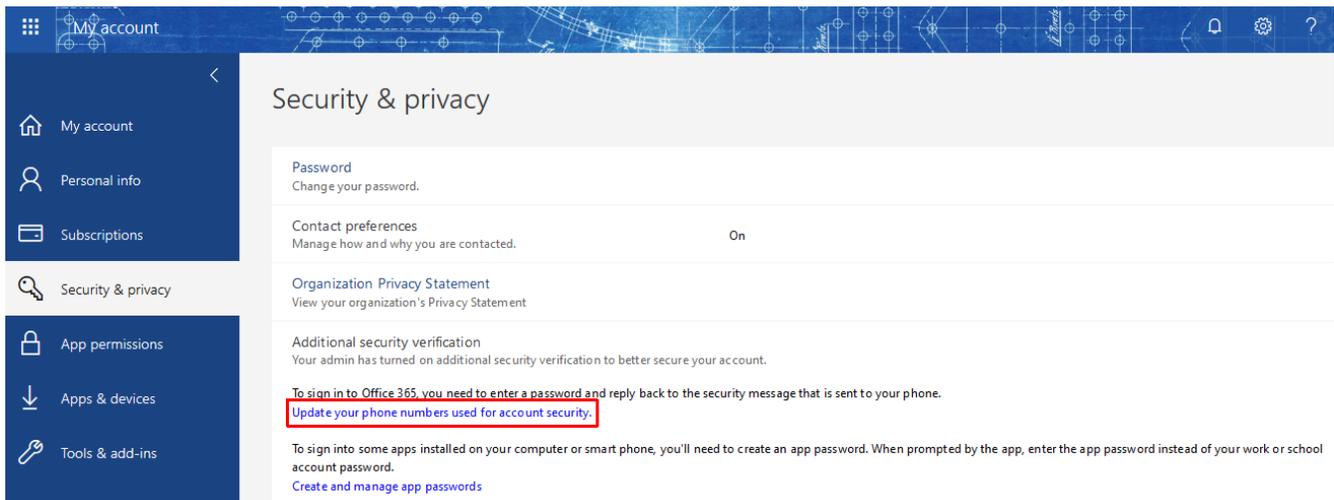
18. Click "Manage security and privacy"



3. Click "Additional security verification"



4. Click "Update your phone numbers used for account security" (you may be prompted to enter a code or receive a phone call)



5. Set your “Preferred option” in the drop box to “Call my authentication phone” and verify the phone # listed under Authentication phone is correct, then click “Save”

## Additional security verification App Passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.  
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

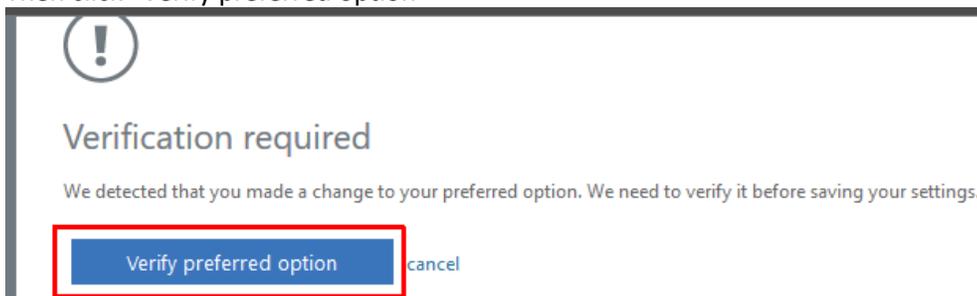
▼

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/>	Authentication phone	United States (+1) <span>▼</span>	<input type="text" value="802-585-9404"/>	
<input checked="" type="checkbox"/>	Office phone	United States (+1) <span>▼</span>	<input type="text" value="80295 10005"/>	Contact your admin if you need to update your office number. Do not use a Lync phone.
			Extension <input type="text"/>	
<input checked="" type="checkbox"/>	Alternate authentication phone	United States (+1) <span>▼</span>	<input type="text" value="802-557-2332"/>	
<input type="checkbox"/>	Authenticator app or Token			<input type="button" value="Set up Authenticator app"/>

6. Then click “Verify preferred option”



7. You'll receive an automated phone call from Microsoft, answer it and listen to part of the message and press # on your phone. Your computer will then display “Updates successful”.



## Updates successful

Your settings were configured successfully.

Close

8. You can then close out of the Office portal and you're can move on to Using the Open VPN.

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## Using the Open VPN

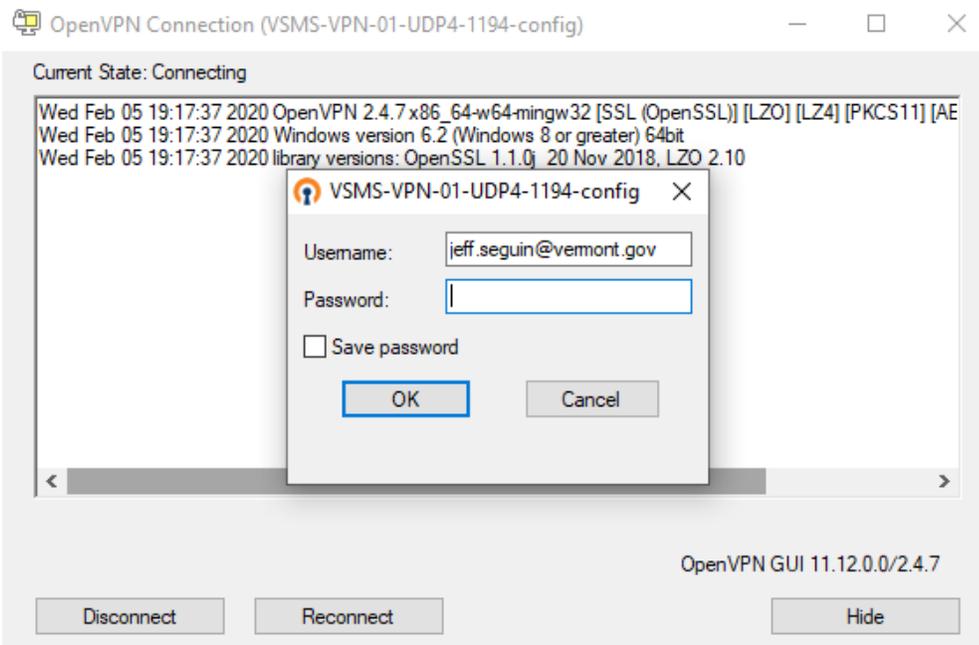
1. Double-click the “OpenVPN GUI” icon on the desktop (if may already be running in the system tray)



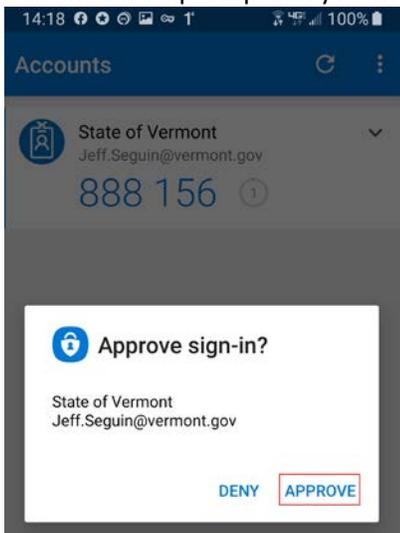
2. Go to the System Tray on the bottom right of your Taskbar



3. Right Click the icon and select “Connect”
4. Type in your full state email address and active directory credentials



5. You should be prompted by Authenticator app or receive a phone call depending on the method you chose



6. When you successful, the icon should turn green



7. You may also see a banner similar to this quickly pop in the task tray area



8. When you're done with your session, right-click the Open VPN icon in the task tray and select "Disconnect"