



## **Step-By-Step Guide for Downloading Barracuda VPN**



(For this guide, we will assume you have never accessed the Barracuda VPN and you are now ready to install it on your personal computer – not a company-issued laptop.)

- 1) Open Google Chrome, note: you must use Chrome and not another program
- 2) In the Address bar (at the top of the page), enter: <https://remote.hilldrup.com>  
(This will prompt the Network Access Client to begin downloading)
- 3) When the download is complete, click to open the InstallShield Wizard
  - a. During installation you will be asked multiple questions, click 'Next' for each question
  - b. When asked, choose 'I accept the terms in the license agreement' and click 'Next'
  - c. On the final page, click 'Install'
- 4) Barracuda VPN Client will launch automatically, click 'Get Started'
- 5) A new window will pop up, click on 'New Profile' on the top, left-hand side of your screen

 New Profile then click 'Machine'

- 6) In the New Machine VPN Profile window:
  - a. Enter the following:  
Description: 67.23.109.245  
Server Address: 67.23.109.245
  - b. Click the 'Compression' toggle button
  - c. Click 'Save'
- 7) Close the screen that has the 'New Profile' button on it
- 8) Click on the '^' on the right side, bottom of your screen. Double-click on the Barracuda Network Access Client icon 
- 9) Enter your User Name (your normal 't' user name) and password, click 'Connect'
- 10) If you get a pop-up window asking if you want to proceed, click 'Yes'
- 11) You are now connected to the VPN!

### **Helpful Hints:**

- You can close the VPN window while you work
- At the end of your day, please stop your connection. To do this, click on the '^' button at the bottom of your monitor, right-click on the Barracuda Network Access Client icon  and click 'Disconnect'
- To reconnect, click on the '^' button then double-click on the Barracuda Network Access Client icon , enter your User Name and Password then click 'Connect'