

Installing the AnyConnect VPN Client on Windows

What is AnyConnect VPN?

AnyConnect VPN (Virtual Private Network) software is software that:

- enables you to access electronic tools and services as if you were using the University of Otago staff network on campus
- allows your computer to connect to the University of Otago's VPN service from off-campus.

Before you begin, please read: [Setting up computers for remote access](#)

[Once your University staff username has been enabled for the VPN service](#), follow these steps to install the AnyConnect software on your Windows computer to access VPN:

Step One

Before you start to install the AnyConnect software, you need to:

1. be logged in as an administrator on your Windows computer.
2. have internet access available during the installation (the AnyConnect installer will need to verify the security certificate from the UO-VPN server).
3. add the UO-VPN server (<https://vpn.otago.ac.nz>) as a trusted site in the **Internet Options** of your browser.
4. You will need to install the AnyConnect software immediately after you have downloaded the installer from the central VPN server.

Step Two

If using Internet Explorer (recommended)

1. [Go to the University of Otago AnyConnect software installation website](#) to start the automatic installation process.
2. You may receive warnings about allowing ActiveX to run - please accept all warnings to complete the automatic installation process.
3. The installer may report that the installation has failed or that it was unable to initiate a VPN connection, but if the VPN connection window opens, your connection has been established successfully. If the VPN window does not open, please follow the manual instructions in Step Three below.

If using FireFox and other browsers

1. [Go to the University of Otago AnyConnect software installation website](#) to start the automatic installation process.
2. If you have Java set up on your computer with the associated browser plug-in running, the AnyConnect installer will automatically set up.
3. If the installer advises that Java is not enabled, please follow the manual instructions in Step Three below.

Step Three (if prompted to manually install the AnyConnect software)

1. Click on the link in the installer window to download and completing the installation manually.
2. Once the installer is downloaded, double-click on the **anyconnect-win-3.1.00495-web-deploy.K9.exe** file to run the Installation Wizard and follow the instructions.
3. When the software is started for the first time the AnyConnect connection window will open and you will need to enter the URL of the UO-VPN service into the space next to the Connect button: **vpn.otago.ac.nz/ssl**
4. You will be prompted to enter your University username and password to connect.
5. Once you are showing as connected to UO-VPN, disconnect using the Connect button, then reconnect using the **UO-VPN-SSL** option instead (find this in the drop-down menu in the connection window). This option gives you the best connection to the VPN service.

The AnyConnect software is installed in the **Program Files > Cisco** folder, but can also be accessed by using the icon installed in the notification area bottom right of your screen.

If you have problems installing AnyConnect?

If you need any assistance with installing the AnyConnect VPN software on your Windows (PC) computer, contact AskOtago by phoning 64 3 479 7000 or 0800 80 80 98 or emailing askotago.it@otago.ac.nz