How to Set Static IP Address on a Windows Computer

Step 1: Access Network Settings

1. Locate and click the computer icon in the bottom-right corner of your screen (system tray).

2. Select 'Network & Internet Settings' from the menu that appears.



Step 2: Open Ethernet Settings

- 3. In the Settings window, click on the 'Ethernet' tab from the left-hand pane.
- 4. Click the 'Ethernet Properties' button.

Status

Network status



You're connected to the Internet

If you have a limited data plan, you can make this network a metered connection or change other properties.



Ethernet From the last 30 days

21.58 GB

Properties

Data usage

Step 3: Configure IP Address

5. In the Ethernet Properties window, scroll down and double-click 'Internet Protocol Version 4 (TCP/IPv4)'.

6. In the new popup window:

- Enter IP Address (e.g., 192.168.1.100) – Here Set the Public IP which is registered on Scholarship Portal

- Subnet Mask (e.g., 255.255.255.0) Given by the Service provider
- Default Gateway (e.g., 192.168.1.1) Given by the Service provider
- Preferred DNS server (e.g., 8.8.8.8) Given by the Service provider
- Alternate DNS server (e.g., 8.8.4.4)- Given by the Service provider
- 7. Click OK to apply the settings.
- 8. Click Close in the Properties window.

IP settings



Note: In newer operating systems, IPv6 is set as the default IP address. Colleges/institutes need to uncheck "Obtain an IP address automatically" and manually configure only the IPv4 address.