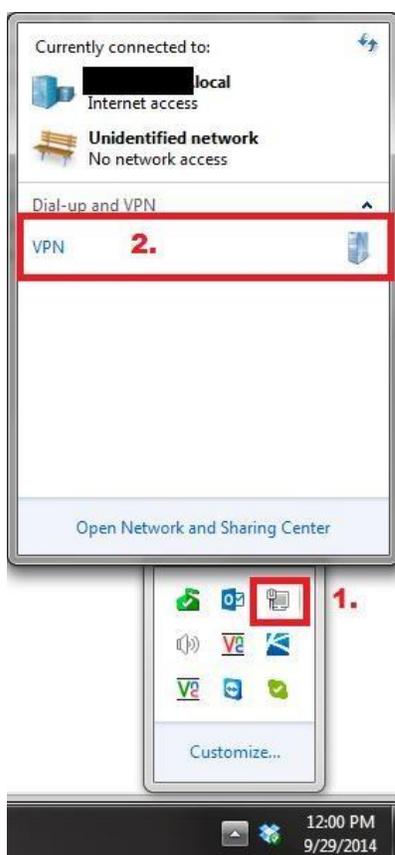


Resource

Connecting to VPN

Your business may be using a VPN, or Virtual Private Network, to allow your computer to access network resources while not physically at the office. Once your computer has been set up for VPN usage, follow the below steps to connect. Please note that the steps are for a Windows 7 computer, and will vary slightly depending on your version of Windows.

1. View your available connections by clicking on the network icon on the taskbar (labeled 1, this will appear as wireless bars on a laptop). You may need to click the arrow to view all icons. Find your VPN connection (labeled 2, the name may vary) and click on it, then press Connect.



2. Enter in your network password (the username and domain should be filled in for you) and press connect. We recommend NOT saving the password, especially on a laptop, to prevent unauthorized network access in the event of computer theft.



3. You will briefly see a connection dialog appear and disappear. If you do not receive an error message, the VPN is working. You can confirm this by viewing the connections again and verifying the VPN shows as Connected.



4. To disconnect from the VPN when finished, right click on the connection, and press Disconnect.

Please do note that the VPN will not function if you are already on the workplace network. Attempting to connect while at work will generate an error. If you have any questions or require assistance, submit a ticket with SmartPath via client portal, email, or calling 270-205-4709.

