

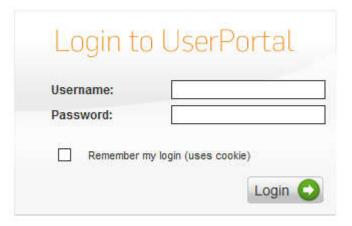
#### Resource

### **Sophos VPN Setup and Usage**

This document is designed to guide you through the process of setting up your VPN on your computer and connecting to the system. The VPN can be used to connect your computer from home or elsewhere back to your office to allow you to connect to your workstation, network drives, or other resources.

# **Installation**

- 1. Navigate to the Sophos UserPortal at the URL which would be provided. This will usually be in the format of https://vpn.yourdomain.com but may vary.
- 2. Enter your credentials:



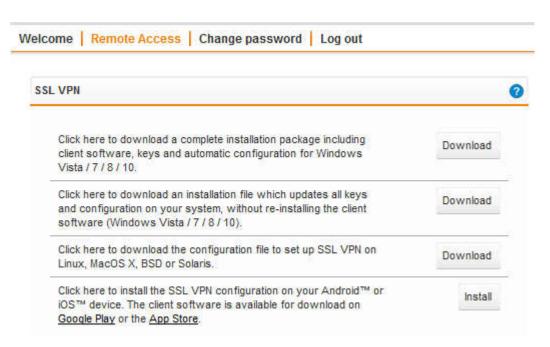
Depending on configuration, your credentials may be the same as your computer login, or an independent login that will be provided to you.

3. There will be a menu at the top of the screen. Select "Remote Access"





4. Presuming a Windows computer is being used, the first download button is the one to select.



- 5. Download and install the software.
- 6. If you are connecting to multiple locations (a rare circumstance), the additional locations would need the second download button utilized. This will add configuration files for the other location(s) and let you choose which you connect to when using the VPN.

If your VPN credentials are not tied to your computer, you can use the "Change password" option in the portal to change your VPN password away from the default. This is highly recommended.



X



## **Connecting to VPN**

1. Locate the VPN icon in your taskbar. It will look like a traffic signal (circled):



2. Double click, or right click on the icon and select "Connect." Enter your credentials:



The window will go away, and when the connection is established, the 'traffic signal' will turn green and there should be a dialog to indicate successful connection.

- 3. Use your company resources as instructed (RDP, mapped drives, or other method).
- 4. Once you have completed work, right-click the VPN icon again and select "Disconnect" to end your VPN session. You do not need to exit the program.

## **Getting Help**

If you have any trouble installing or using your VPN, please contact SmartPath Technologies via client portal, email, or phone for assistance.