

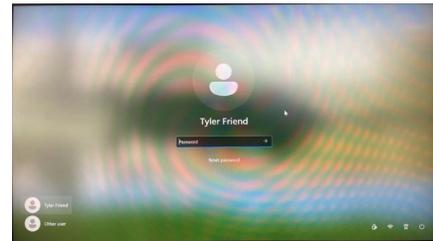
ACCESSING THE VPN

IT Tips & Tricks

If you need access to our network for things like the H and L drives while working offsite, then you'll need to use the VPN!

1) There are 2 ways to connect to the VPN and both options work, here is the first.

a) Once you turn your computer on, you can access the VPN right from the login screen



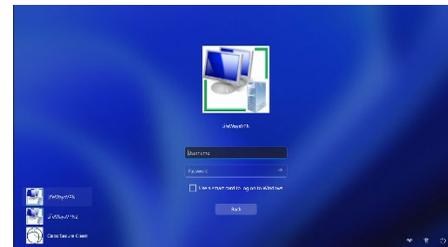
b) Make sure you are connected to the internet



c) Then click the lock & key icon to bring up the VPN page.



d) Select LifeWaysVPN, LifeWaysVPN2, or Cisco Secure Client (If you have this one). Enter your username and password you would use to login normally and you're in!



2) The 2nd way to connect to the VPN is used when you're already logged into the machine

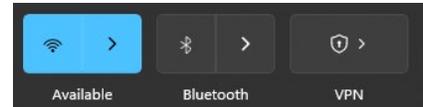
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a) Click the internet icon in the bottom right corner of your screen



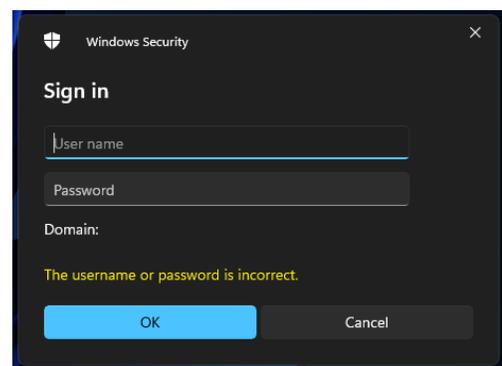
b) Then click the VPN icon



c) Finally hit connect on LifewaysVPN1 or LifeWaysVPN2.



d) Enter your login credentials and click OK.



Although connecting to the VPN is optional and can be disconnected at any time, we recommend connecting at least once a week, so everything is able to update properly!