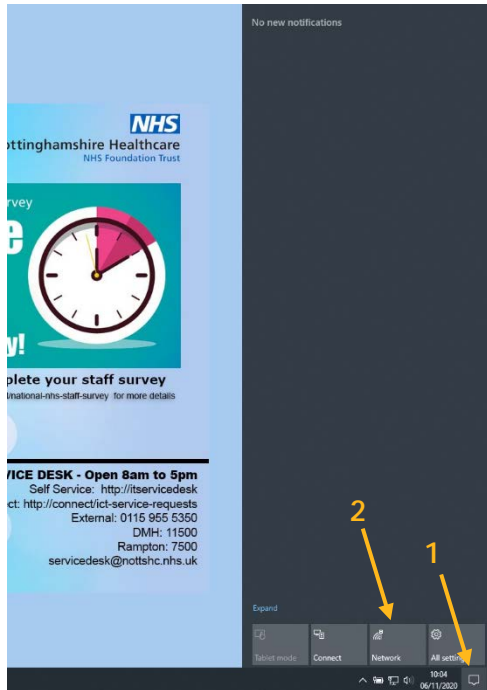


Quick Start Guide – Connecting to Wi-fi and the VPN

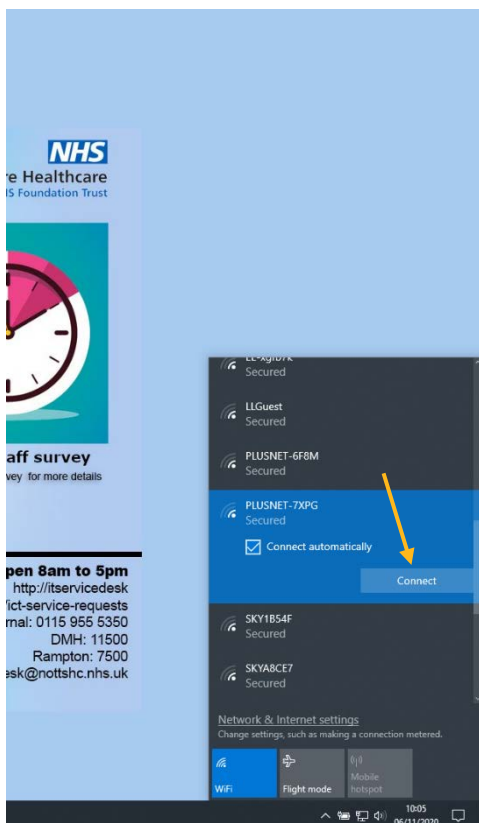
How to connect to a new wi-fi network



Once you have logged in with your username and password, Windows will load up and you will be presented with your desktop.

At the bottom right of the screen on your toolbar, click the "Notification Centre" (1).

Then click "Network" to see the list of available wi-fi connections (2).



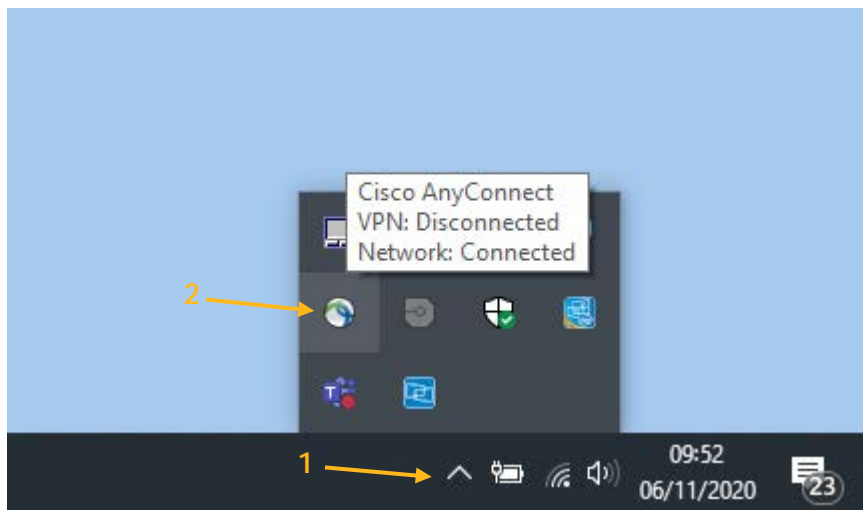
Select your wi-fi from the list and click "Connect".

Enter the password for the wi-fi when prompted to do so.

How to connect to the VPN

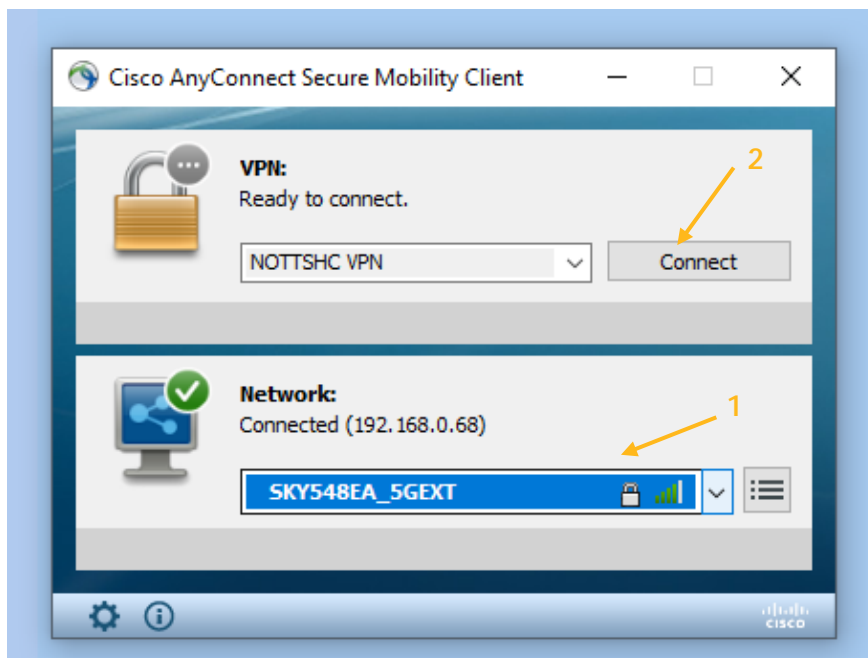
“VPN” is a Virtual Private Network. Connecting to this will connect you to the Trust’s IT infrastructure and will allow your computer to access security updates, Trust emails and the Trust intranet (Connect).

You must connect to the VPN at least every 8 weeks to ensure that the laptop is updated with important security updates to maintain the safety and security of Trust systems.



On the bottom right of the desktop, click the arrow to show hidden icons (1).

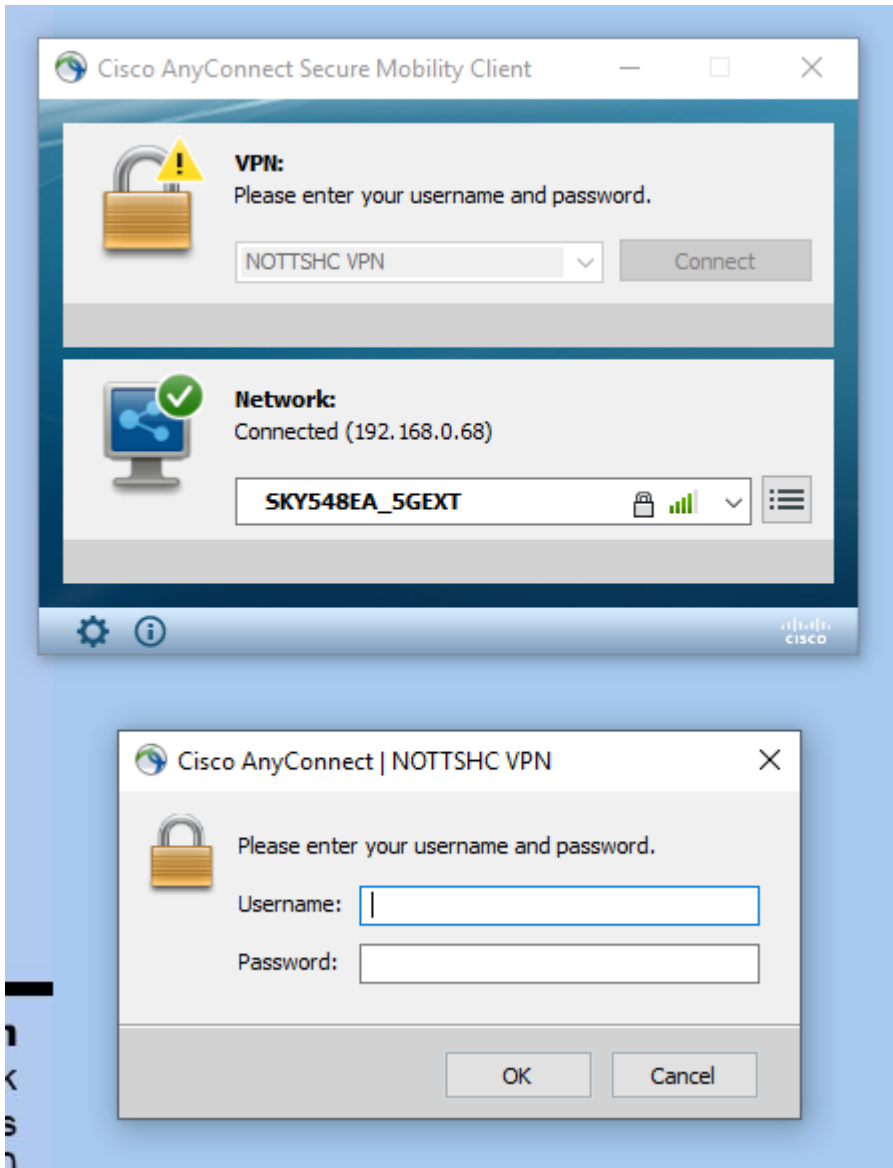
Click the Cisco icon to access the VPN (2).



A dialogue box will open.

Make sure your wi-fi connection is correct in the lower drop down box (1).

Click “Connect” (2).



Another dialogue box will open, prompting you to enter a username and password.

Enter your Trust username and password and click "Ok".

This is the same username and password you use to log into any Trust computer.



The Cisco icon in the toolbar tray will show with a padlock once you are connected to the VPN.