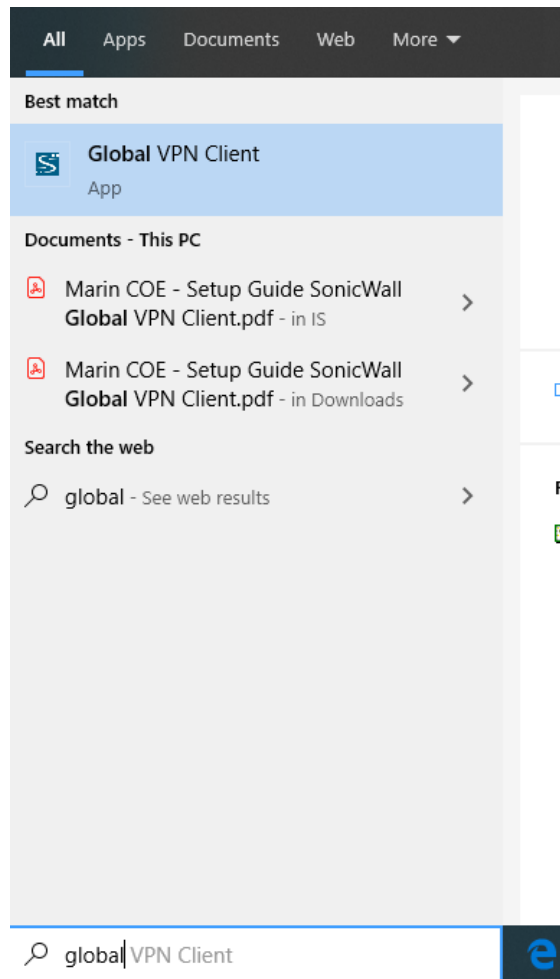


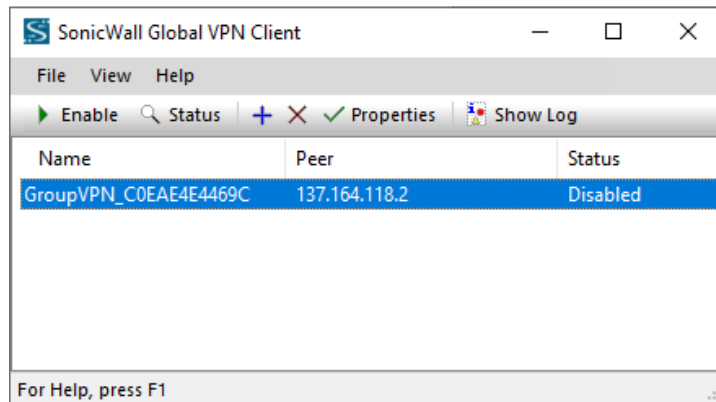
How To Use MCOE VPN Client

*** The instructions below outlines how to launch the VPN client and get connected.

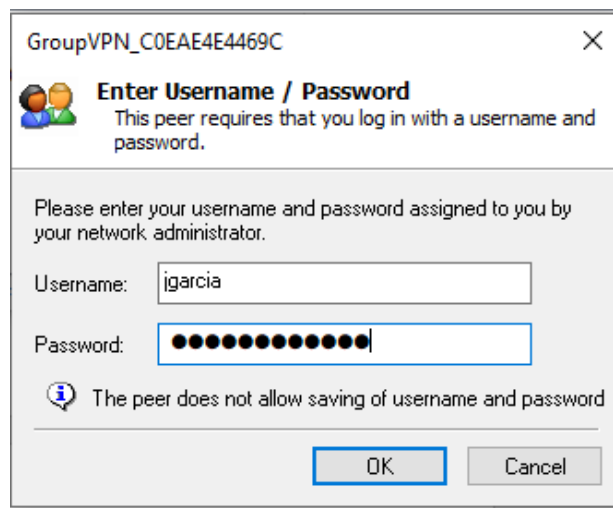
1. If you don't have the application pinned on your task bar (located down at the bottom of your screen), you may search for the application using the Search bar and type "Global VPN Client".



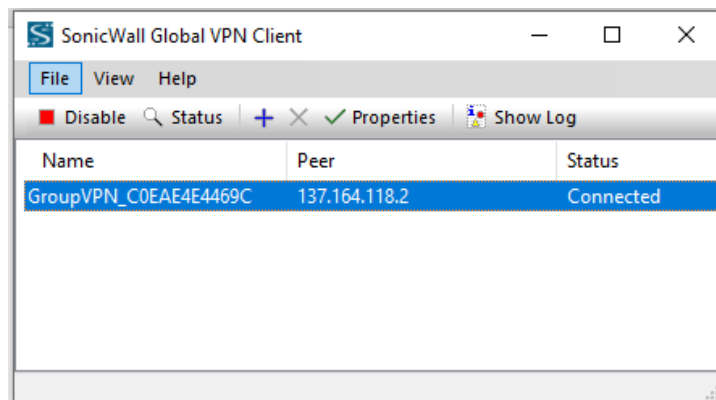
2. Click on "Global VPN Client" to launch the application. Once launched, you should see a window pop up similar to the one shown below.



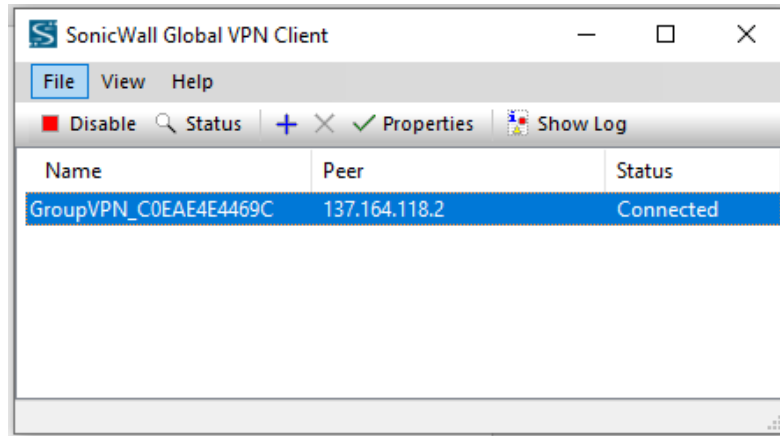
3. Click the "Enable" button and provide your login credentials (similar to what you use to log in to your computer).



4. Once logged in, the status should change from Disconnected to Connected.



5. At this point you may either close or minimize the window. Mapped drives (if given permission) should now be accessible (i.e. Business Drive, SELPA drive, Ed Services drive, etc.)
6. Once finished with your work day, we encourage you to please disconnect from VPN which can be done in one of two ways:
 - a. Click the Disable button from the VPN client window



- b. OR, locate the VPN client from the taskbar on the bottom-right of your screen, **right-click** the icon, hover over "Disable" and click on "GroupVPN_XXXXXX".

