Working Remotely

1. Connect to local wifi (wireless internet)

2. Connect to VPN
   - For general MOA staff enter: connect.muni.org/anc or
   - Public Safety: connect.muni.org/ps
   - ML&P: connect.muni.org/mlp

3. Click on Connect.

4. Enter your Muni Username and Muni Password:

5. Press OK

6. This Message will popup
7. Click Accept

8. This Message will pop up as the connection is being established:

9. Press ok

10. You will see this in the lower right task menu once your connection is established

11. Once the VPN shows a connection open Internet explorer

12. If the browser opens to the Muniverse webpage then a good VPN connection has been established
13. Next click on the MAP MY DRIVES icon

14. Once these steps have been completed the computer should have access to both the department share (G Drive) and personal share (H Drive). Outlook and other programs such as remote desktop can now be opened without any issue.