


## INTRODUCTION

The GlobalProtect VPN (Virtual Private Network) client provides users with the ability to work outside of the office with the same functionality as they have inside the office. Users have access to all of the applications they use regularly. This software is available to users with a firm issued notebook. Listed below are instructions for using the VPN client.

## CONNECTING TO THE VPN CLIENT

1. Login to your notebook.
2. From the system tray, click the **launcher arrow**.



3. Locate the  **Global Protect** icon in your system tray.
4. **Right Click** the **Global Protect** icon, and then select **Connect**.

*The Authentication dialog displays.*



5. Enter your **username** and **password**, and then click **Apply**.

*The Global Protect icon changes to a shield, confirming the connection.*



## DISCONNECTING THE VPN CLIENT

The VPN client disconnects from the VPN client when the notebook is shutdown, restarted, or logged off.

To disconnect from the VPN without shutting down:

6. From the system tray, click the launcher arrow.



7. Locate the  **Global Protect** icon in your system tray.

8. **Right Click** the **Global Protect** icon, and then select **Disconnect**.

*The VPN session is disconnected.*

**Note 1:** While working with the VPN client, there is a time out limit. After 3 hours of inactivity, your connection will be logged out.

**Note 2:** Always be sure to save often and close applications before disconnecting from the VPN.

## OFFLINE FILES

Sometimes files you save to your local network directory cannot be seen when you navigate to that directory. These files are offline. To make the files accessible, do the following:

1. In the **Windows Explorer** dialog, on the **toolbar**, select **Work online**.



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