INTRODUCTION

The Cisco AnyConnect 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.
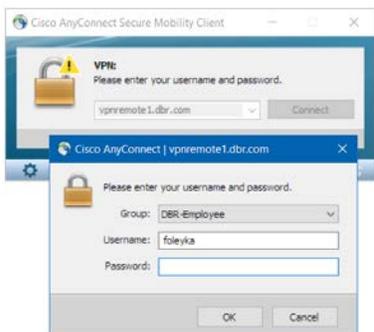
CONNECTING TO THE VPN CLIENT

1. Login to your laptop.

2. From the system tray, click the **launcher arrow**.

3. Locate the **Cisco AnyConnect** icon in your system tray.

4. **Right Click** the **Cisco AnyConnect** icon, and then select **Connect**.

    The Authentication dialog displays.

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

    A Duo notification displays on your mobile device.

6. **Approve** the Duo notification.

    A Cisco AnyConnect confirmation displays and the icon changes to a lock.

DISCONNECTING THE VPN CLIENT

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

To disconnect from the VPN without shutting down:

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

2. Locate the **Cisco AnyConnect** icon in your system tray.

3. **Right Click** the **Cisco AnyConnect** 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.

VPN WHEN FLYING

To use VPN when flying, first generate a code from the Duo application on your mobile device and then append your password with the generate code. For example YOURPASSWORD,123456.

1. Launch the Duo application on your mobile device.

2. Click the green key button to generate a code.

3. Remember / write down the code.

4. Follow the instructions for connecting to the VPN.

5. In the **Password** field type your standard network password followed by a comma and then the code generated by Duo. For example; yourpassword,123456
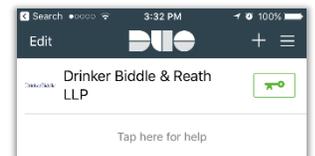
OFFLINE FILES

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. Click on a **file folder** to view the list of files.

2. In the **Windows Explorer** dialog, on the **toolbar**, select **Work offline**.