***Instructions for Connecting to CEO Network***:

Working from Home and Connecting to CEO using the Global VPN Client:

* Power on your CEO device
* Logon to the device using you CEO network credentials
	+ Username / Password
* Once logged in be sure to first connect to your home wireless network
* Click the Start Button and Click the Global VPN Client icon.
* You should be prompted to enter your credentials:
	+ Username / VPN Client Password you have been provided.
	+ Please note that the VPN Password you were provided does not expire. If you were to see such a prompt it is notifying you of you CEO Password which is about to expire, not your VPN Client password.
* If you are not prompted to enter your credentials after you open the VPN Client then click on the Enable button and follow the above instructions.
* Once connected to the VPN client you should have access to your Outlook / Calendar(s) as well as all Data Drives / G, P and any mapped drives which have been set up for you.
* When you have completed work for the day, please remember to log off the VPN client by simply clicking on the Disable button in the top left-hand corner of the application.

Working with your device while on CEO Campus and Agency Buildings.

* Power on your CEO device
* Logon using your CEO network credentials
* There is no need to connect to the VPN while at work as you will already be connected to the CEO Network.
* There is no need to connect to the CEO Guest network in any of the sites as this will only get you to the Internet, there no access to network resources on the Guest network.
* If you were to need the guest network the password is always **CE0empwrs1!** Please take note that is a **zero** and not an “O” in the password.