

Surface Book - How to connect to the VPN

This note outlines how to connect to the VPN when working out of the office.

As a reminder, the VPN is only required if you are using an **unsecured Wi-Fi network** (e.g. at a hotel or client office) or if you need **full access to all applications** (such as Aderant and Clearview, the intranet or the KM System).

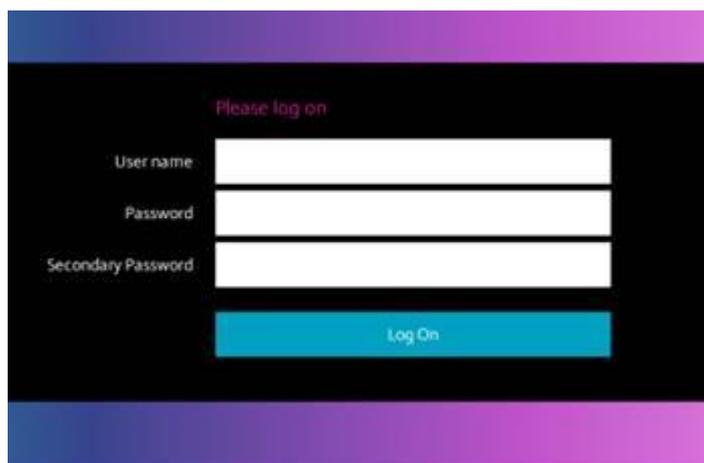
Note: The VPN must not be used when working on the train.

1 CONNECTING TO THE VPN

- 1.1 First, connect to the Wi-Fi network. Next, double-click on the **Burgess Salmon VPN** icon located on your desktop.



- 1.2 A webpage will then appear where you will be prompted to enter the following details:

A screenshot of a web browser displaying a login page. The page has a dark background with a purple header and footer. The text "Please log on" is centered at the top. Below it are three input fields labeled "User name", "Password", and "Secondary Password". A blue "Log On" button is positioned below the input fields.

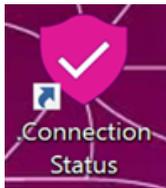
User Name – Your Burgess Salmon User ID

For further information on passwords, please see the intranet COVID-19 Zone.

- 1.3 Once successfully connected, the following screen will appear. This page is for information only and can be closed at any time.



- 1.4 The Connection Status icon should also appear in pink to indicate that you are connected to the BS network.



- 1.5 If any icons appear in grey on your desktop, this indicates that these applications cannot be used in the current connection state (i.e. where no internet connection exists and/or the VPN is not connected).

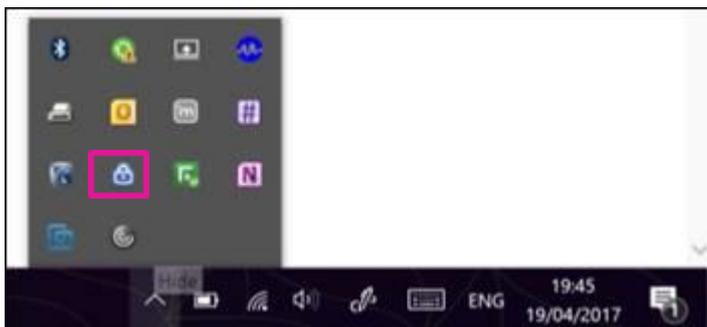


- 1.6 To refresh or check the connection status, double-click on the **UEM User Environment** icon. This will refresh all icons on your desktop and give you an accurate reading as to the current connection state.



- 1.7 When you have finished using the VPN you **must** log off before reconnecting your device to the network.

To do this, right-click on the padlock icon found in your system tray and select **Logoff** or restart your device from the Windows Start menu.



Note: Failure to switch off the VPN may result in your device not connecting with the Burges Salmon network correctly when back in the office.

2 HELP AND SUPPORT

For further help and support please contact the Learning Technology team.

**Last reviewed
15 November 2018**