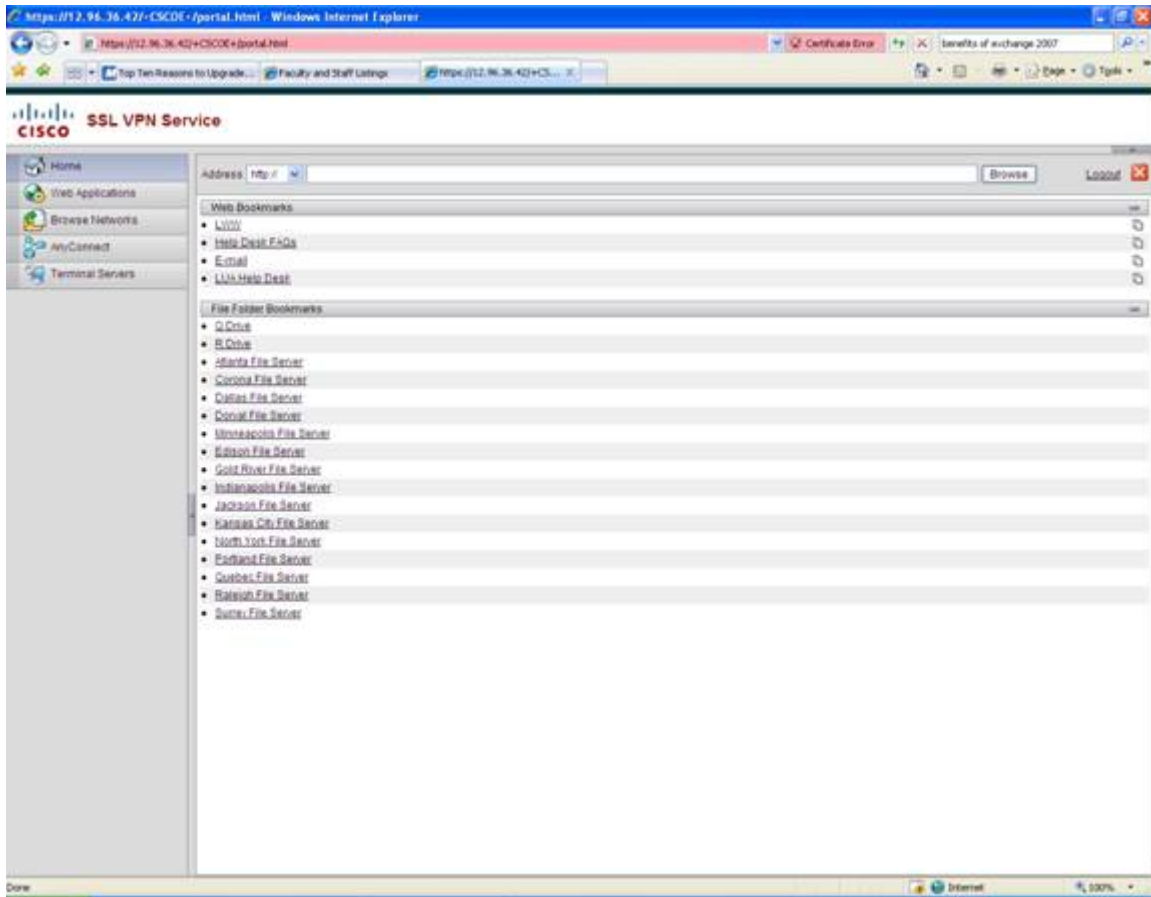


The IT department is excited and pleased to announce a new way to gain access to Company information. If you have an Internet connection, your workstation ID, and a PC, ANY PC, you can connect securely to **your workstation at work**. You will be able to open Word documents, send and receive email with attachments, access your P drive, the Q drive or the Lynntranet. All this will be available from any PC with Internet connection on the planet!

To access your workstation, follow the steps outlined below. (Due to variances in the non-Company computers, you may or may not receive all of the screens or messages detailed below.)

1. Visit <https://vpn.ins-lua.com>. If you receive a security alert, click yes.
2. You *may* receive a message “The application’s digital signature has been verified. Do you want to run the application?” Click Run.
3. A Yellow Bar *may* appear at the top of the screen asking if you want to install Active X. Right Click on the yellow bar and click install.
4. *If* there is spyware detection software installed on the computer you are using it may ask you if you want to allow the change. Click yes.
5. You *will* receive a message “Secure Desktop Starting, Please Wait”. This may take a few minutes.
6. Log in with your domain/windows username and password.
7. The screen below should appear.

8. Click on the “Terminal Servers” link on the left side of the screen



9. At the top of the web page you will see “Address rdp://” in the box to the right of this type in your workstation ID and click the browse button.

10. Check your task bar at the bottom of the screen to make sure there are no messages waiting which ask you to continue.

11. If you receive an Internet Explorer security warning “Do you want to install this software?” Click install.

12. The login panel to your Company PC should appear.

13. Log in to your workstation with your username and password.

14. When you are finished, log off your workstation as you normally would, then click on Close desktop located in the bottom right corner of the screen.

The software for the vpn will automatically uninstall from the computer you are using.