Connect to the Cisco VPN for access to Outlook, HS network, and Advance
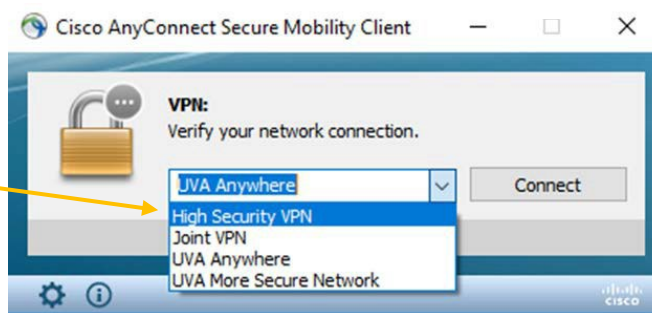
(1)
Click on the Cisco Secure Client shortcut in your bottom taskbar.

(2)
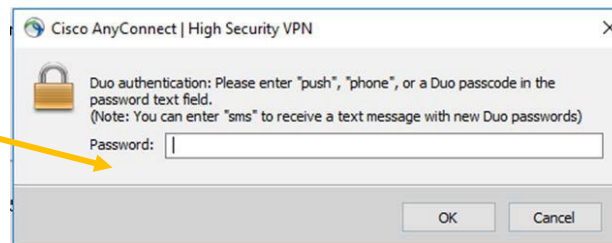In the box that pops up, find "High Security VPN" (*****if applicable).

*It will remember this setting after the first use.

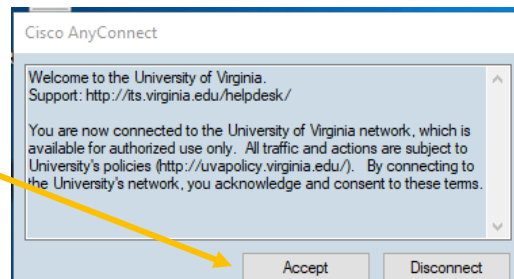**(3)** Click the **Connect** button.

(4)
Type "**push**" into the password field and click OK.

(5) Authenticate via DUO.

(6) Click on **Accept.**

You will see a lock on the Cisco icon once you're connected.

(7) <u>**Verify that you're connected to the network drives**</u> (F: & Y:, etc., as applicable).

(8) If not connected to the network drives, double click on the ***Map-Drives.bat*** file on your desktop.

(9) Open Outlook and you will also have access to Advance and Advancement Performance.