

IF USING PERSONAL COMPUTER to connect to Office Machine Technology Tool Tips

How do I VPN

To access office machine – use vpn1.suffolk.edu

When home connecting via vpn to your office computer, do NOT SHUT DOWN

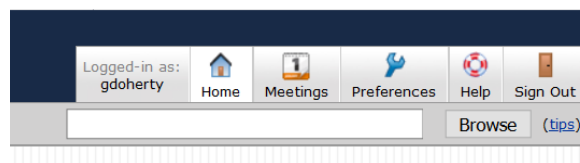
2 steps to connect & disconnect

Connect: 1) login to vpn1.suffolk.edu, 2) launch your office computer

Disconnect 1) **log off/sign out** of your Office computer – but **do NOT SHUTDOWN**



1) Sign out of VPN1.suffolk.edu



Password Reset -reset at the Single Sign on page or o365.suffolk.edu and choose change password:

Sign in with your Suffolk University Username

[Change Password](#)
[Forgot Password](#)
[Enroll in Password Reset](#)

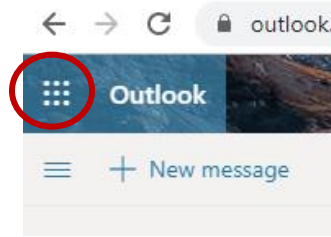
O365.suffolk.edu: Suffolk's Microsoft license allows employees to access Microsoft Apps in the cloud. This includes: Word, Excel Powerpoint. See OneDrive page for info on how to upload and share files in the cloud:

[OneDrive](#)

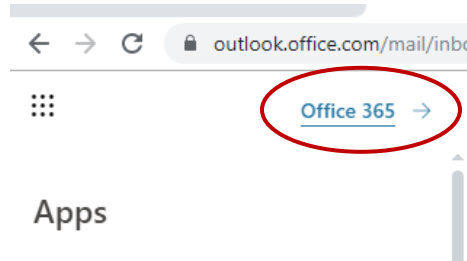
You can download and install the Microsoft Word, Excel & Powerpoint apps to your computer

1) Go to o365.suffolk.edu and login with your Suffolk credentials

2) Click on square dots on top left corner:

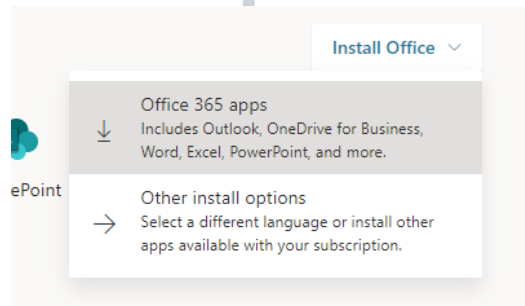


3) Click Office 365 link:



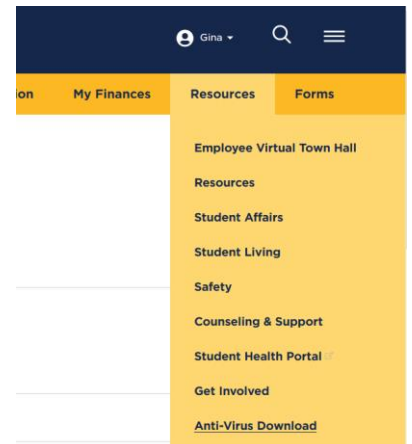
4) Click Install Office button (top right)

5) And Choose Office 365 apps



Antivirus

There has been a marked increase in Coronavirus related phishing scams. Please update the Symantec Antivirus at least once a week. Be sure you have an antivirus installed. You can download Symantec Endpoint Protection for the MySuffolk portal at my.suffolk.edu. Login and Choose Anti-Virus download under the Resources Page.



Open Symantec Endpoint Protection and click LiveUpdate link

