

## Work From Home Intro

Welcome to the Work From Home tutorial. This video is designed, in a way, to help guide you through understanding the usage of Maximus VPN, Maximus Virtual Desktops, and how to effectively use all of these tools to effectively work from home.

If you've received Maximus hardware, specifically a laptop, this training will be very important to maintaining your laptop's access to the Maximus network and keep your credentials up to date.

To start, the first thing we need to do is set up your security multi-factor authentication or MFA. To do this, navigate to my sign ins dot Microsoft dot com. You need to use the at maximus dot com email address provided to you. Your password will also be what was provided to you by your point of contact. From here, you may be taken to a page that says "More information required." If you see this page click NEXT. From here, you will be tasked with setting up an authentication method. You have a choice to download and use the Microsoft app on your phone, or tablet, or you can select "I want to set up a different method."

For this tutorial, we will use the different method. Click it and select Phone from the drop down menu. On the next screen, enter your phone number and click next. You should receive a security code in your SMS/iMessage inbox (or a call should you have chosen to receive one.) Enter this code and confirm the process works. Once this is done, we can proceed to logging into the PC.

To sign onto the PC, we will start with the VPN. Maximus VPN or Virtual Private Network is a tool that allows you to securely connect to the Maximus network to do your daily work. It also allows your PC to continue to receive important feature updates and security settings.

When the computer is first turned on, it will eventually boot into Windows with the Maximus Splash screen and a notification to press Control Alt and Delete at the same time to unlock that screen. Doing this opens the prompt to log into the PC.

If you have never logged into the PC before, there is a possibility that you won't be able to until your credentials get stored into Windows. To guarantee login success, we will start by connecting your Maximus-issued laptop to the Maximus network. To do this, we need to connect your computer to the internet via ethernet or wifi.

After getting connected, you will need to locate the two monitors symbol on the bottom right of the login screen. This is the VPN connection icon.

Once you click this, you will be taken to the Network Sign-On screen. from the dropdown box, click Azure. You will be prompted to sign into your Microsoft account. You will use your Maximus provided email address and the password you configured for it. It will then prompt for 2 factor authentication. Once authenticated, you will be able to sign into Windows. Enter your employee ID number into the user name section.

Then, enter your password. Your password is the same password you used to get into your email. This process is called SSO or Single Sign-On. The idea is that you use one set of credentials to access all your work apps that allow this function. Once signed in, you will now have access to your

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company apps, such as Office 365 with Teams, and any other applications you need to work. The VPN is also important because it will help you keep your password up to date when it expires and you need to reset it. You will need to be on VPN to replicate it over to the desktop.

Being that you work from home, you will likely be working from a Maximus Virtual Desktop. These are powered by Microsoft Azure and Amazon. Depending on where you are, you may have an Azure Virtual Desktop or an Amazon Workspace. We will show you how to sign onto both.

To start, we will go back to VPN. You cannot be connected to VPN to connect to your virtual machine. Your internet will not operate correctly and your desktop will not work correctly.

Therefore, we will need to disconnect from the VPN before accessing a Virtual Desktop. In the windows quick access, click the Cisco AnyConnect globe icon. You can also access this from the Cisco Folder in the Start Menu. Click Disconnect. You are now disconnected from VPN and can now configure and connect to your Maximus Virtual Desktop. See you in the next video.