Virtual Office & VPN

- How to Use Virtual Office to Access Your Work PC from Home
- NPS Connector Quick Start Guide

How to Use Virtual Office to Access Your Work PC from Home

> Please make sure you are using Google Chrome or Safari as your web browser.

> Go to: https://wiki.newburyport.k12.ma.us:434/

If you see a warning screen, click '**Advanced**' in the lower left corner.

How-to-Use-Virtual-Office-1_Border.png
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Ignore the warnings and click '**Proceed to wiki.newburyport.k12.ma.us (unsafe)**'.

How-to-Use-Virtual-Office-2_Border.png
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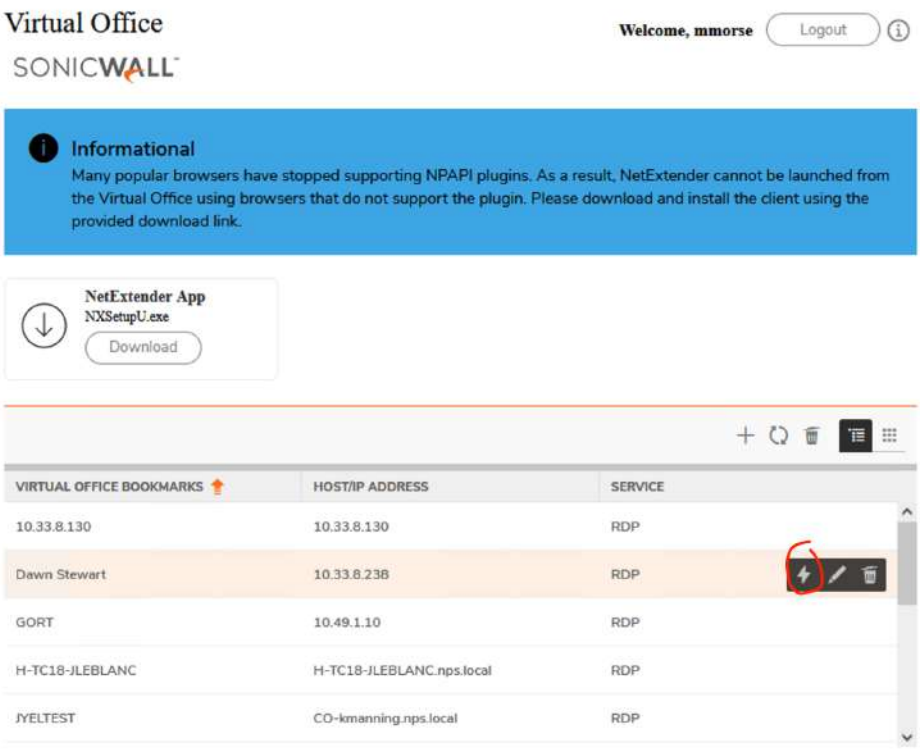
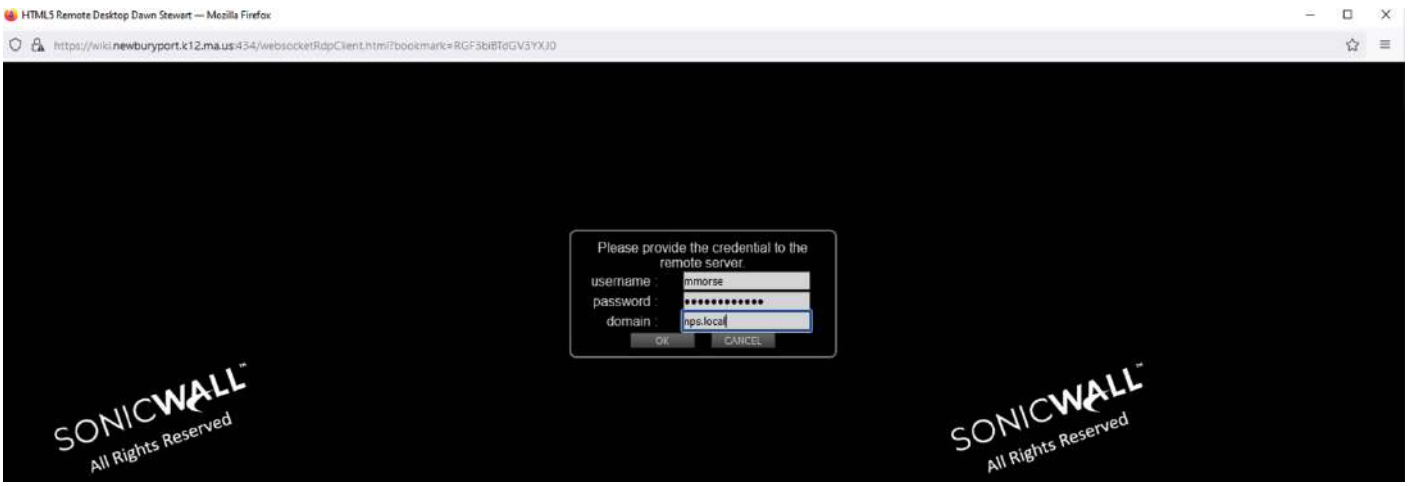
You will now be at the login screen for SonicWall Virtual Office.

Enter the **username** and **password** you normally use to log into your work PC.

After logging in, you will see a list called '**Virtual Office Bookmarks**' towards the bottom. Find the bookmark for your computer, when you put the mouse over that listing you will see a lightning bolt icon, click that to connect.



This will launch a new window. It may take a few moments to connect and you will be prompted for your login info enter your username and password as well as the domain of nps.local and hit OK.



You are now able to access your work PC remotely.

How-to-Use-Virtual-Office-6_Border.png
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(Please note: The desktop background may display as black. This is normal and is used for faster load times.)

NPS Connector Quick Start Guide

Before You Begin

1. This software is intended for remote access to network resources (drives, etc.) from home on a district owned laptop running Windows.

2. This software is designed for out of district use. It will not work if you are connected to a school building network, so please test at home, or another location, as it will fail to connect if already connected to our school network.

To start your connection

Double click on this icon, which should be on your Windows desktop.

1.png
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When it starts, it will run some quick tests to determine it is ready to connect. Please Wait.

2.png
Image not found or type unknown

When you see the password prompt, you are ready to connect. Enter your Windows (same as your school email) password and hit enter.

3.png
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When it is finished connecting it should say "you are now connected". You should then have access to network drives and services. If you see any errors, or the software fails to start, please restart your computer and try again. If you still have issues please contact the technology department.